Version 2.0

Kalamazoo TEACHER'S RECORD BOOK

Design and Programming by
Donald and David Goldsmith

Documentation by
Dawn Goldsmith

Developed by
Successful Software, Inc.

Published by
Hartley Courseware, Inc., (517) 646-6458

CONVERSION of DATA DISKS

CREATED by VERSION 08.25.84 of the

KALAMAZOO TEACHER'S RECORD BOOK

A data disk created by Version 08.25.84 of KTRB (the version with the gold label) may be converted so that it is useable with the present Version 2.0 of the program. It is important to note, however, that **once converted, the data disk will not be useable with the earlier version of the program.**

The conversion program is contained on the **Supplementary Diskette.** In order to convert a Version 08.25.84 data disk, first make a back-up of the data disk using the old version of KTRB. Then place the Supplementary Disk in Drive 1 and boot the computer. Now type

RUN CONVERT

and follow the conversion instructions.

Note: Versions of KTRB earlier than 08.25.84 (those with the silver label) cannot be converted.

DISCLAIMER OF ALL WARRANTIES AND LIABILITIES

Successful Software, Inc. and Donald and David Goldsmith make no representations or warranties, either express or implied, with respect to the software described in this manual and specifically disclaim any implied warranties of merchantability or fitness for any particular purpose.

In no event will Successful Software, Inc. or Donald or David Goldsmith be liable for direct, indirect, incidental, or consequential damages resulting from any defect in the software. Some states do not allow the exclusion or limitation of implied warranties or liabilities for incidental or consequential damages, so the above limitation or exclusion may not apply to you.

The word Apple is a registered trademark of Apple Computer, Inc. **Apple Computer, Inc. makes no warranties, either express or implied, regarding the enclosed software package, its merchantability or its fitness for any particular purpose.**

CopyA and Chain are copyright programs of Apple Computer, Inc. licensed to Successful Software, Inc. to distribute for use only in combination with KALAMAZOO TEACHER'S RECORD BOOK.

This program incorporates machine language commands from The Toolbox Series, products of Roger Wagner Publishing, Inc. We would like to thank Roger Wagner Publishing for their kind permission to use this material.

DISCLAIMER

This disk contains a high-speed operating system called Diversi-DOS(tm), which is licensed for use with this program only. To use Diversi-DOS legally with other programs, you may send $30 directly to DSR, Inc., 5848 Crampton Ct., Rockford, IL 61111. You will receive a Diversi-DOS utility disk with documentation.

Successful Software, Inc. and Donald and David Goldsmith reserve the right to revise the software described in this manual at any time without obligation to notify any person or organization of such revision.

Copyright © 1983, 1986 by Successful Software, Inc.

HARDWARE REQUIREMENTS

KALAMAZOO TEACHER'S RECORD BOOK requires the following hardware:

* an Apple II+/IIe/IIc computer
* one 5 1/4" floppy disk drive
* a forty-column monitor

These hardware items are optional, but very helpful:

* a second disk drive
* an 80-column printer

DATA DISK CAPACITY

Each KALAMAZOO TEACHER'S RECORD BOOK Master Disk can generate any number of data disks. Each data disk can hold up to ten classes of 112 students each.

The maximum number of scores per student will vary with the number of students in a class. For example, if your Apple computer has 48K memory, with a class of 40 students you can store over 60 scores per student. If your computer has 64K memory, you will be able to store many more scores. Moreover, student names may be copied onto a new data disk, thereby creating a virtually unlimited capacity for scores.

BACK-UP POLICY

Registered owners of KALAMAZOO TEACHER'S RECORD BOOK may purchase one (1) back-up copy (two diskettes--one Master Disk and one Supplementary Disk) of the KALAMAZOO TEACHER'S RECORD BOOK for $17.00 (including shipping and handling). Michigan residents add 4% sales tax. Purchase orders add $2.00 billing charge.

The red back-up card included with the software MUST be returned with your order.

Backup orders should be prepaid and sent to

Successful Software, Inc.
2232 Crosswind Drive
Kalamazoo, MI 49008

REPLACEMENT POLICY

For a period of 60 days after the date of purchase, Hartley Courseware, Inc. will replace any diskette which is not functioning properly. After 60 days, there will be a $10.00 replacement charge. Send the defective diskette to:

Hartley Courseware, Inc.
133-137 Bridge St.
Dimondale, MI 48821

TABLE OF CONTENTS

Disclaimer i
Hardware Requirements iii
Data Disk Capacity iii
KTRB Back-up Policy iv
Replacement Policy iv
Introduction vii
Plan of this Manual ix

PART I TUTORIAL

Getting Started 1-1
Entering Scores 1-6
Exiting the Program 1-14
Displaying Data 1-16
Editing Records 1-22
Computing Weighted Averages 1-29
Computing Grades 1-37
Printing Reports 1-44
Creating a Class 1-60
Initializing a Data Disk 1-67

PART II REFERENCE

Starting Up 2-1
Analyzing Files 2-4
Disk Errors 2-5
Code Numbers 2-7
The Main Menu 2-8
Selecting a Class 2-9
Entering Scores 2-10
Displaying Data 2-19
Computing Averages 2-31

TABLE OF CONTENTS

Computing Grades 2-40
Printing Reports 2-46
Editing/Adding/Deleting Records 2-60
Creating a New Class 2-67
Examining Classes 2-72
Initializing a New Data Disk 2-73
Saving Data and Exiting 2-75

PART III MISCELLANEOUS

Frequently Asked Questions and Answers . . 3-1
Conversion of Earlier Data Disks 3-8
Index 3-9

INTRODUCTION

Welcome to Version 2.0 of the KALAMAZOO TEACHER'S RECORD BOOK! Those of you who have used previous versions of KTRB will notice many new features. For example, Version 2.0 allows records to be printed in gradebook format, permits editing to be done "spreadsheet style", and allows a Message Bank to be created from which individualized messages may be selected to be printed along with a student's scores.

As we noted in earlier versions, KTRB was created in response to a demand by teachers for a versatile, yet easy-to-use program to keep student scores, compute averages, and print reports.

The KALAMAZOO TEACHER'S RECORD BOOK has been in use widely for several years now, and many users of the program have been kind enough to write or call with suggestions. Most of the new features of the program are the result of these suggestions.

Version 2.0 of the KALAMAZOO TEACHER'S RECORD BOOK is especially easy to use, even easier than previous versions. It is a menu-driven program--all instructions are given on the screen and the user is prompted to make appropriate choices. Most commands are entered with a single keystroke, and the most probable choice is usually given as a "default", so the user may simply press the (RETURN) key. No previous knowledge of computers is necessary.

Once you begin using KALAMAZOO TEACHER'S RECORD BOOK, you will be able to keep track of your students' progress more quickly and easily than ever before. The Print Reports option, for example, may be customized to provide literally hundreds of different print formats. With a minimum of effort, you can send written reports to all students and parents at any time. However, even with the great flexibility of the program, the on-screen instructions are so complete that you will rarely need to refer to the manual.

As we noted above, many of the new features of the program arose from suggestions made by users of earlier versions. So keep your comments coming. We're glad to hear from you!

PLAN OF THIS MANUAL

This manual is divided into three sections: Tutorial, Reference, and Miscellaneous. Even though the program is simple to use, we recommend that you spend the short time required to go through the Tutorial. That is the quickest way for you to become acquainted with the principal features of KALAMAZOO TEACHER'S RECORD BOOK. Moreover, as you work through the Tutorial, you will no doubt think of many ways to apply the program to your own particular needs.

After you have been through the Tutorial, you can start right in keeping records and manipulating data for your classes. At your leisure, browse through the Reference section and the Miscellaneous section. The Reference section contains detailed information and a number of helpful examples to supplement the Tutorial.

The Miscellaneous section contains a number of frequently asked questions (and answers), a few samples of the many printed reports you can generate, and information on the conversion of your old data disks so they are compatible with Version 2.0 of KTRB.

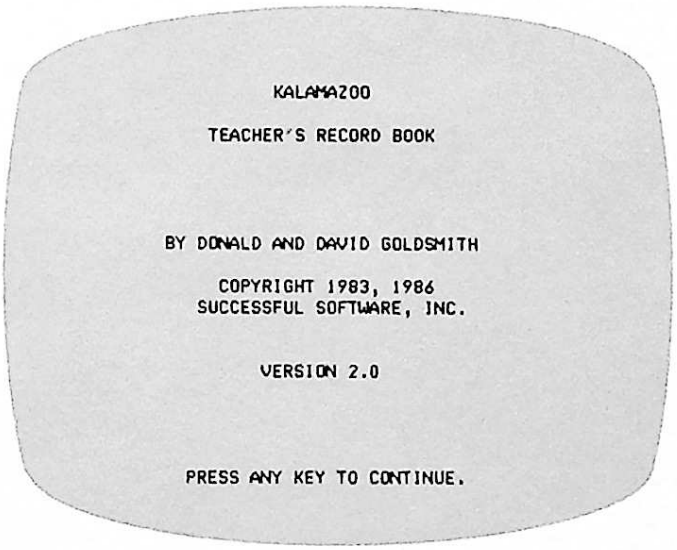
This page intentionally left blank.

TUTORIAL

1.1 GETTING STARTED

You should be sitting in front of an Apple II+, IIe, or IIc computer with one or two disk drives (one drive will work, but two drives will eliminate much disk switching). If you are using an Apple IIe, make sure the CAPS LOCK key is in the down position. In addition to the KALAMAZOO TEACHER'S RECORD BOOK Master Disk and Supplementary Disk (from now on we will just write KTRB instead of KALAMAZOO TEACHER'S RECORD BOOK), you should have the Tutorial Data Disk. You will also need a blank disk.

Insert the Master (KTRB) Disk into the disk drive (drive #1 if you have two drives) and turn on the computer. After several seconds you will see the introductory display.



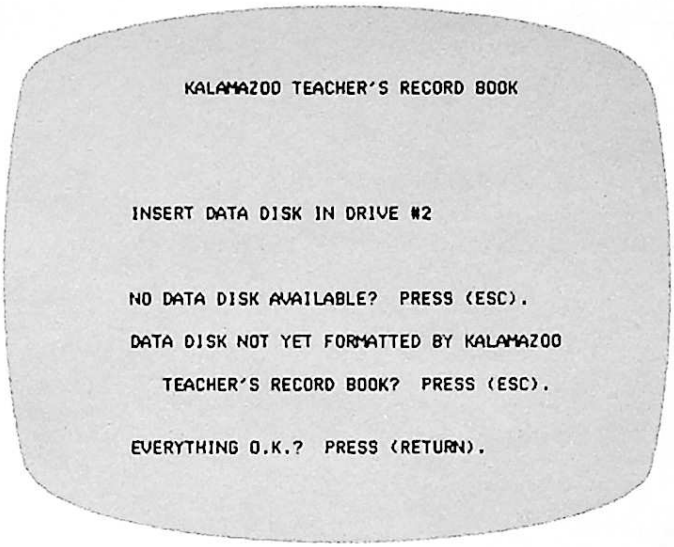
Press any key to stop the display and continue the program.

In a moment the following question will appear on your screen:

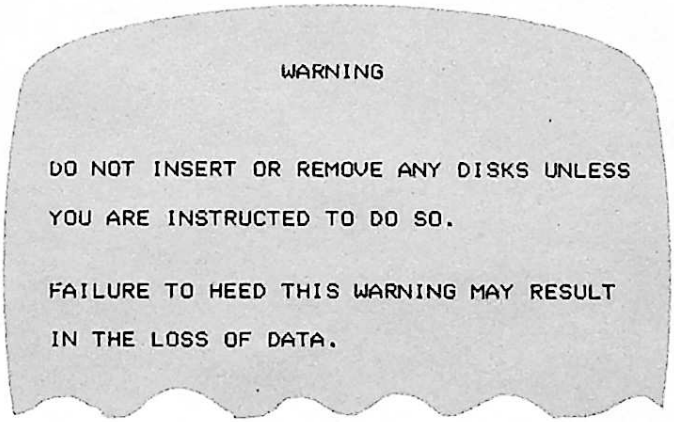
Notice that the number "2" is flashing. This is the "default" value. If you wish to accept this value, simply press the (RETURN) key. You may also press "1" or "2", depending on the number of disk drives you are using.

Press "1", "2", or (RETURN) accordingly. If you indicate that you have one disk drive, you will be prompted to remove the Master Disk and insert the data disk. With two disk drives you will simply be instructed to insert your data disk into drive #2.

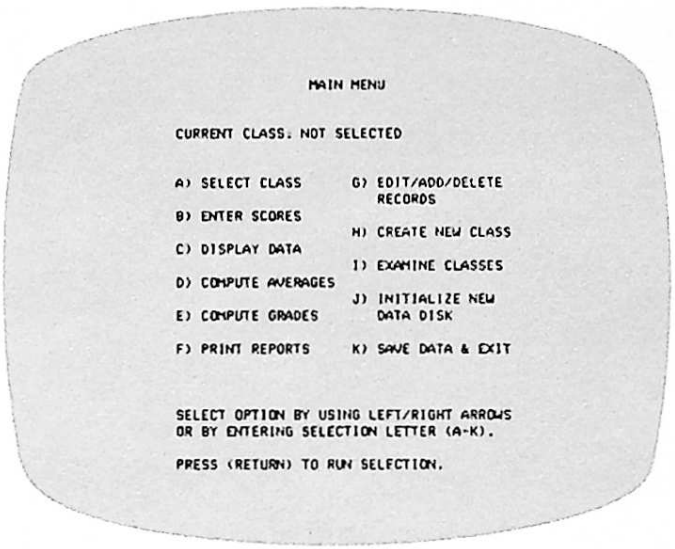
(If you are using only one disk drive, you will be asked now and then to insert or remove your data disk from the drive. For the most part, the narrative in this Tutorial will **not** explicitly mention this disk swapping, however you should follow the instructions on the screen whenever they appear.)


KALAMAZOO TEACHER'S RECORD BOOK
INSERT DATA DISK IN DRIVE #2
NO DATA DISK AVAILABLE? PRESS (ESC).
DATA DISK NOT YET FORMATTED BY KALAMAZOO
TEACHER'S RECORD BOOK? PRESS (ESC).
EVERYTHING O.K.? PRESS (RETURN).

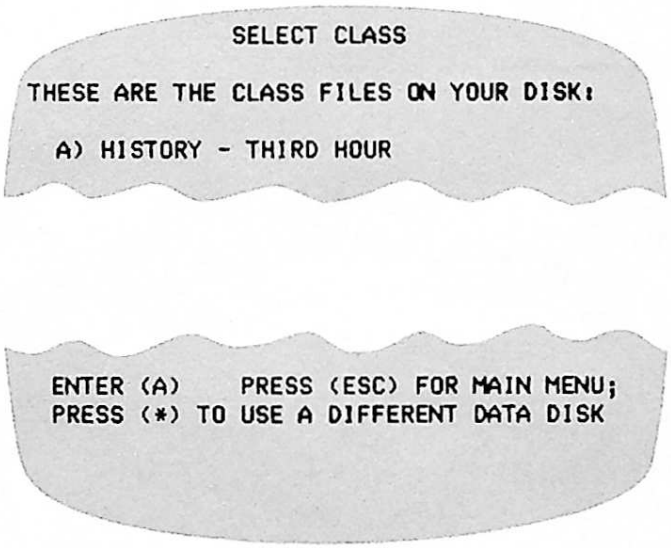
Insert your Tutorial Data Disk and Press (RETURN). (In this tutorial you will be using the Tutorial Data Disk whenever the computer asks for your "data disk.") The disk drive will spin for a moment while KTRB analyzes the class files on the data disk.


WARNING
DO NOT INSERT OR REMOVE ANY DISKS UNLESS
YOU ARE INSTRUCTED TO DO SO.
FAILURE TO HEED THIS WARNING MAY RESULT
IN THE LOSS OF DATA.

After a few seconds you will hear three beeps and receive a warning message. Press any key. The Main Menu will appear with "SELECT CLASS" highlighted.


MAIN MENU
CURRENT CLASS: NOT SELECTED
A) SELECT CLASS
B) ENTER SCORES
C) DISPLAY DATA
D) COMPUTE AVERAGES
E) COMPUTE GRADES
F) PRINT REPORTS
G) EDIT/ADD/DELETE RECORDS
H) CREATE NEW CLASS
I) EXAMINE CLASSES
J) INITIALIZE NEW DATA DISK
K) SAVE DATA & EXIT
SELECT OPTION BY USING LEFT/RIGHT ARROWS OR BY ENTERING SELECTION LETTER (A-K).
PRESS (RETURN) TO RUN SELECTION.

A class list has already been entered on the Tutorial Data Disk (HISTORY - THIRD HOUR). Press (RETURN) to run the Select Class option.

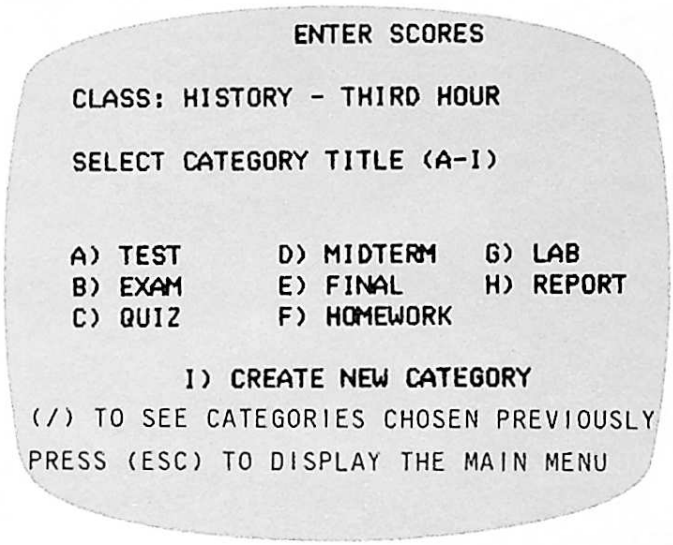

SELECT CLASS
THESE ARE THE CLASS FILES ON YOUR DISK:
A) HISTORY - THIRD HOUR
ENTER (A) PRESS (ESC) FOR MAIN MENU;
PRESS (*) TO USE A DIFFERENT DATA DISK

All the classes on your data disk will now be listed, and you will select the class you wish to work with. Since there is only one class on your data disk, your selection is easy. Press the letter "A".

In a moment, the Main Menu will appear and "HISTORY - THIRD HOUR" will be listed at the top of your screen, following the words "CURRENT CLASS:". The Enter Scores option will be highlighted. Press (RETURN) to run this option.

1.2 ENTERING SCORES

In a few seconds the Enter Scores menu will appear on your screen. Assume that you have just given your first quiz to your third-hour history class. You need to choose a category under which to enter the students' scores.



Press the letter "C" to select the category "QUIZ," and then "A" to accept your choice.

```
SHOULD THE MEMBERS OF THIS CATEGORY
BE NUMBERED AUTOMATICALLY?
(E.G., QUIZ 1, QUIZ 2, ETC.)
(Y/N)
```

Since you expect to give lots of quizzes, answer "Y" to the question about numbering so that the quizzes will be numbered automatically.

```
                ENTER SCORES
CLASS: HISTORY - THIRD HOUR
QUIZ 1
ENTER CATEGORY DESCRIPTION (IF DESIRED)
PRESS (RETURN) WHEN DONE.
```

Suppose that this quiz was about the Civil War; enter "CIVIL" when asked for the category description. Remember to press (RETURN) when you are finished.

```
                ENTER SCORES
CLASS: HISTORY - THIRD HOUR
QUIZ 1      CIVIL

ENTER DATE OF QUIZ 1
IN THE FORM MM-DD-YY. 02-08-83
PRESS (RETURN) WHEN DONE.
```

Suppose also that the quiz was given on February 8, 1983, so type in "020883" (just type those six digits--KTRB automatically provides the hyphens between the numbers). Press (RETURN).

```
                ENTER SCORES

CLASS: HISTORY - THIRD HOUR

QUIZ 1       CIVIL     DATE: FEB 08, 1983

ENTER MARKING PERIOD (1-6) TO WHICH

QUIZ 1 IS ASSIGNED.
```

You may assign QUIZ 1 to any one of six marking periods. (Later, you will be able to display scores from any marking period or any combination of marking periods.) Press "3" for the marking period.

```
                ENTER SCORES

CLASS: HISTORY - THIRD HOUR

QUIZ 1       CIVIL     DATE: FEB 08, 1983


ENTER RANGE OF POSSIBLE SCORES FOR
QUIZ 1 (MAXIMUM ALLOWED = 999).

SMALLEST POSSIBLE SCORE: 0

LARGEST POSSIBLE SCORE?
```

Suppose the scores for QUIZ 1 can range from 0 to 10. Enter "10" at the appropriate prompt, remembering to press (RETURN) after your entry. If your entries are correct, press "Y"; other-

wise press "N" and re-enter the marking period and score range.

```
WOULD YOU LIKE TO ALLOW SCORES AS HIGH
AS 16 TO ALLOW FOR EXTRA CREDIT?
(Y/N)
```

Assume that you will not allow extra credit, so answer "N" in response to the next question.

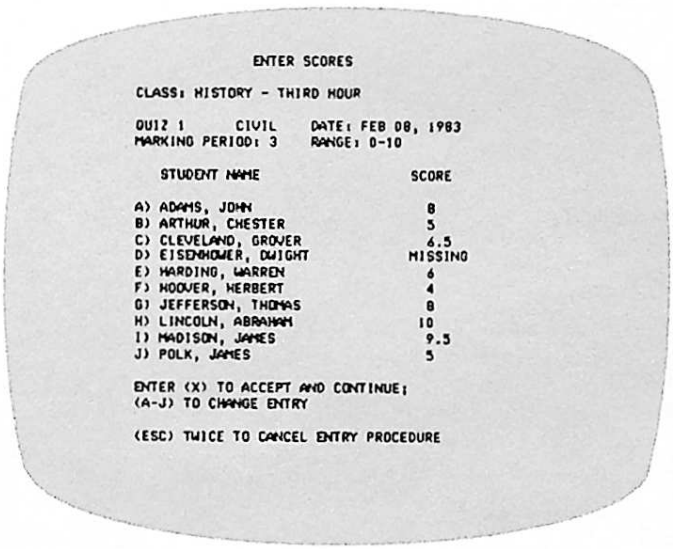
Now you are ready to enter the students' scores. The top portion of your screen should look like this:

```
                ENTER SCORES

CLASS: HISTORY - THIRD HOUR

QUIZ 1      CIVIL     DATE: FEB 08, 1983
MARKING PERIOD: 3     RANGE: 0-10

   STUDENT NAME                    SCORE

A) ADAMS, JOHN
```

The student names will be listed for you one at a time, in alphabetical order. In order to keep your data the same as the data in this example, enter the scores given below as each name appears. Don't worry if you make a mistake; you will have an opportunity to make corrections after entering each set of ten scores. Remember to press (RETURN) after you enter each score.

Adams, John	8
Arthur, Chester	5
Cleveland, Grover	6.5
Eisenhower, Dwight	MISSING (just press the RETURN key)
Harding, Warren	6
Hoover, Herbert	4
Jefferson, Thomas	8
Lincoln, Abraham	10
Madison, James	9.5
Polk, James	5

After James Polk's score has been entered, your screen will look as follows:


ENTER SCORES
CLASS: HISTORY - THIRD HOUR
QUIZ 1 CIVIL DATE: FEB 08, 1983
MARKING PERIOD: 3 RANGE: 0-10
STUDENT NAME SCORE
A) ADAMS, JOHN 8
B) ARTHUR, CHESTER 5
C) CLEVELAND, GROVER 6.5
D) EISENHOWER, DWIGHT MISSING
E) HARDING, WARREN 6
F) HOOVER, HERBERT 4
G) JEFFERSON, THOMAS 8
H) LINCOLN, ABRAHAM 10
I) MADISON, JAMES 9.5
J) POLK, JAMES 5
ENTER (X) TO ACCEPT AND CONTINUE;
(A-J) TO CHANGE ENTRY
(ESC) TWICE TO CANCEL ENTRY PROCEDURE

This is your opportunity to make corrections to the scores you just entered.

Suppose that Chester Arthur really had a score of 7. Press the letter in front of his

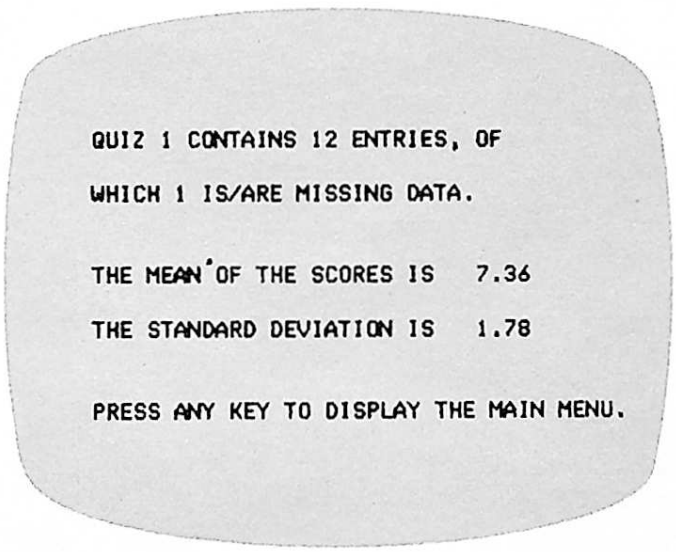
name (B) and re-enter his score as "7".

As you can see, if a student is absent you merely have to press (RETURN) instead of entering a numerical value. If you made any mistakes in entering the scores, use the procedure described above to make corrections. After the scores are properly entered, press "X" to continue.

Complete the data entry by entering the following scores; make corrections where necessary. Press "X" when you are finished.

Roosevelt, Franklin 9
Washington, George 8

After a moment, the following summary will appear on your screen:


QUIZ 1 CONTAINS 12 ENTRIES, OF
WHICH 1 IS/ARE MISSING DATA.
THE MEAN OF THE SCORES IS 7.36
THE STANDARD DEVIATION IS 1.78
PRESS ANY KEY TO DISPLAY THE MAIN MENU.

Press any key. The Main Menu will appear with "DISPLAY DATA" highlighted. In order to illustrate the power of KTRB to compute averages, we will first enter two more sets of scores: another quiz and an exam. Press "B"; then press (RETURN). Repeat the procedure used above to enter scores, this time using the following data:

(If you make a mistake which you cannot correct, press (ESC) twice to return to the beginning of the Enter Scores option.)

Category: QUIZ
Description: NONE (just press RETURN)
Date: 02-11-83
Marking Period: 3
Smallest Possible Score: 0
Largest Possible Score: 10
Extra Credit: NONE (press "N")

Adams, John	10
Arthur, Chester	MISSING
Cleveland, Grover	8
Eisenhower, Dwight	7.5
Harding, Warren	9
Hoover, Herbert	6
Jefferson, Thomas	10
Lincoln, Abraham	4
Madison, James	MISSING
Polk, James	9
Roosevelt, Franklin	10
Washington, George	10

Now return once again to the Enter Scores option and enter the following data:

Category: EXAM (letter "B")
Number Categories? NO (press "N")
Description: 19TH-C (for 19th century)
Date: 02-18-83
Marking Period: 3
Smallest Possible Score: 0
Largest Possible Score: 100
Extra Credit? YES (press "Y")

Adams, John	94
Arthur, Chester	77
Cleveland, Grover	102
Eisenhower, Dwight	86
Harding, Warren	75
Hoover, Herbert	28
Jefferson, Thomas	95
Lincoln, Abraham	93
Madison, James	101
Polk, James	82
Roosevelt, Franklin	88
Washington, George	100

(Note that Grover Cleveland and James Madison have scores greater than 100. This is possible since you chose to allow extra credit.)

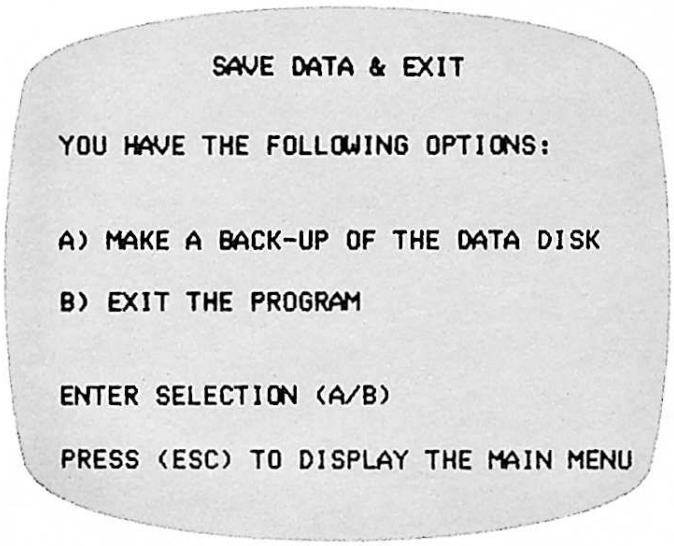
IMPORTANT: If you plan to compute grades based on a point total, scale your possible points so that the total does not exceed 900 (999 including extra credit).

You should now be back at the Main Menu.

1.3 EXITING THE PROGRAM

Since you have just finished entering several sets of student scores, this is a good time to see how you can leave the program and save your data, then return and continue.

Press the letter "K" to highlight the Save Data & Exit option on the Main Menu; then press (RETURN) to run this selection. The data you have just entered will be saved on your data disk. Your screen will now look like this:


SAVE DATA & EXIT
YOU HAVE THE FOLLOWING OPTIONS:
A) MAKE A BACK-UP OF THE DATA DISK
B) EXIT THE PROGRAM
ENTER SELECTION (A/B)
PRESS (ESC) TO DISPLAY THE MAIN MENU

Since most of these students will not be upset if their grades are lost, there is no need to make a back-up of your data disk (we will see later on how to make a back-up). Press the letter "B" to exit the program. Remove all disks and turn off the computer. If you wish to take

a break, go ahead; simply start again from this point when you return.

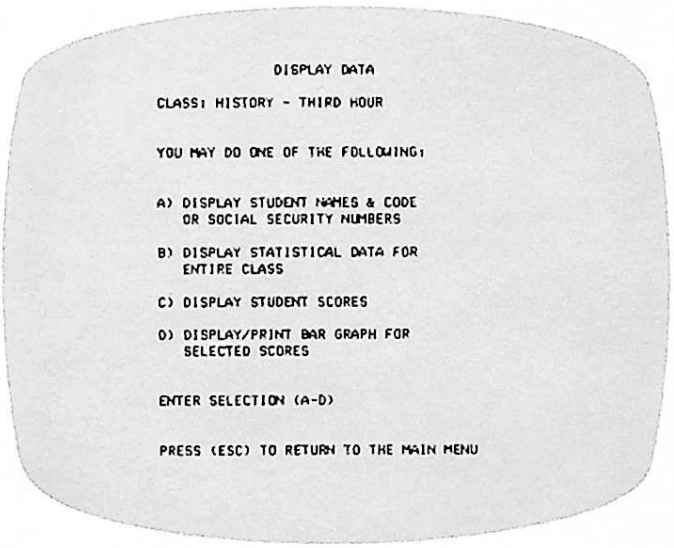
IMPORTANT: In order to guarantee that your data has been saved properly, always exit KTRB through the Save Data & Exit option from the Main Menu.

To re-enter the program, proceed as you did in Section 1.1.

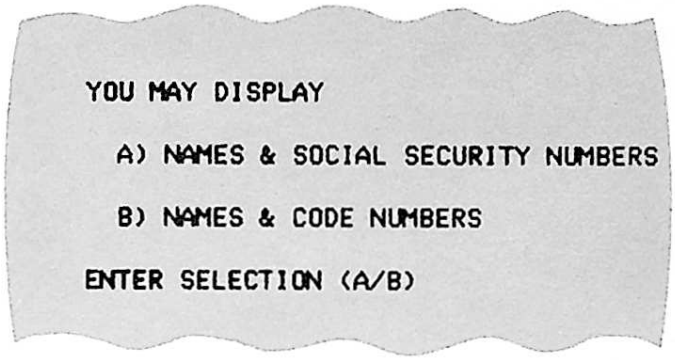
1.4 DISPLAYING DATA

You should be back at the Main Menu. If you have not already selected a class, press the letter "A" to highlight "SELECT CLASS;" then press (RETURN). Next press the letter "A" to choose "HISTORY - THIRD HOUR", then press "A" again to confirm your selection.

In a moment the Main Menu will reappear. Press the letter "C" to highlight "DISPLAY DATA", then press (RETURN) to run this option.

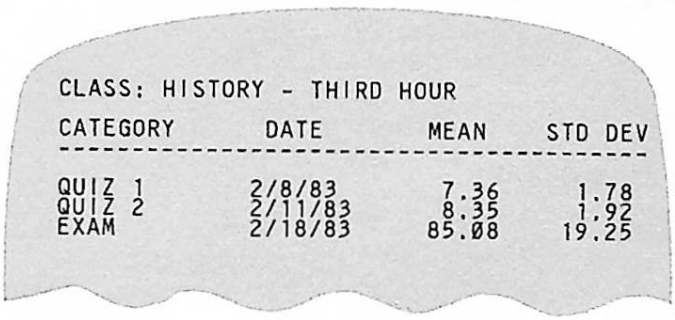

DISPLAY DATA
CLASS: HISTORY - THIRD HOUR
YOU MAY DO ONE OF THE FOLLOWING:
A) DISPLAY STUDENT NAMES & CODE OR SOCIAL SECURITY NUMBERS
B) DISPLAY STATISTICAL DATA FOR ENTIRE CLASS
C) DISPLAY STUDENT SCORES
D) DISPLAY/PRINT BAR GRAPH FOR SELECTED SCORES
ENTER SELECTION (A-D)
PRESS (ESC) TO RETURN TO THE MAIN MENU

These options are easy to use. To see the student names along with code or Social Security numbers, press the letter "A".



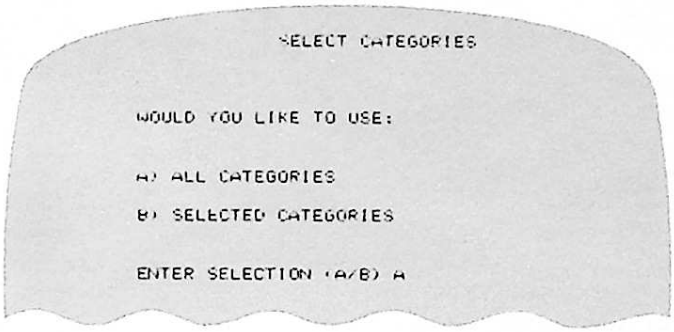
Try both choices. (You will automatically return to the Display Data menu between choices.) If you ever choose to post scores or grades for your students, you will be able to post their scores and grades using names or code or Social Security numbers.

From the Display Data menu, press "B" to display statistical data for the entire class.

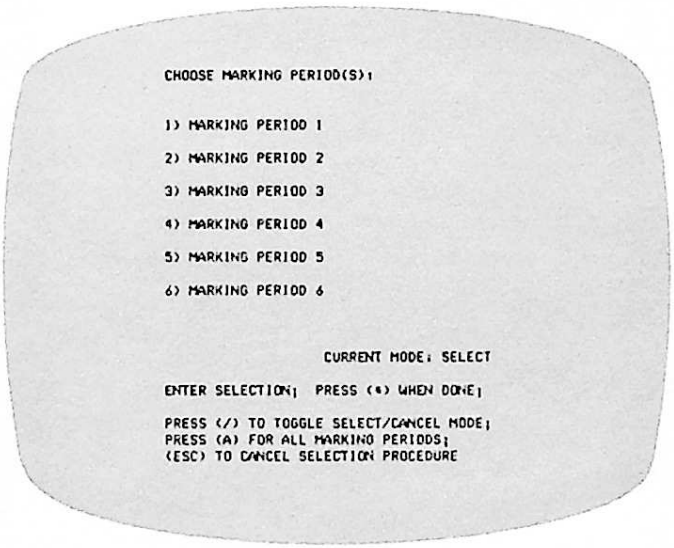


Press any key to continue.

Now press "C" to display student scores. You will be asked if you would like to restrict your display to students with missing data. Try it. Press the letter "Y".



Press "A" to display the data for all categories. Press "A" again to see the data for all students. (Choosing selected categories and students is explained in the Reference section of this manual.) Now press "B" for selected marking periods.


CHOOSE MARKING PERIOD(S):
1) MARKING PERIOD 1
2) MARKING PERIOD 2
3) MARKING PERIOD 3
4) MARKING PERIOD 4
5) MARKING PERIOD 5
6) MARKING PERIOD 6
CURRENT MODE: SELECT
ENTER SELECTION; PRESS (*) WHEN DONE;
PRESS (/) TO TOGGLE SELECT/CANCEL MODE;
PRESS (A) FOR ALL MARKING PERIODS;
(ESC) TO CANCEL SELECTION PROCEDURE

Since you know that all your data comes from marking period three, press "3"; then press "*".

You will now have the option to display scores by category for each student or by student for each category. Both choices will display the same information, simply in different form.

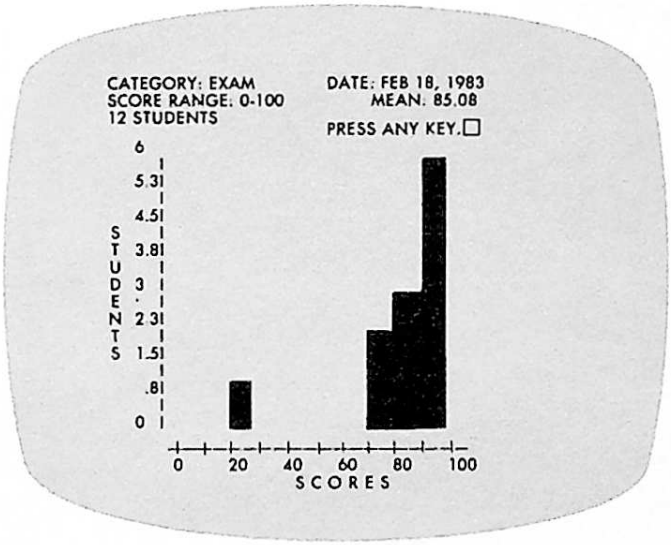
First try choice "A". After you have examined the data, press any key. Now try choice "B". Notice that there are no students listed under the category "EXAM". This indicates that no students were absent. (Remember, you chose to restrict the display to students with missing data.) Again, after inspecting the data, press any key. Press (ESC) to return to the Display Data menu.

Now try option "C" again, but this time without restricting the display to students with missing data. Thus, press "N" when the question about missing data appears. Press "A" to see all the categories, and press "A" again to see all the students. Then press "B", "3", and "*" to select marking period three. Now try both options, "A" and "B". When the screen fills with data, press "X" to continue. After you have finished, press (ESC) to return to the Display Data menu.

Finally, press the letter "D" to display a bar graph.

```
CHOOSE CATEGORY TO BE DISPLAYED IN
BAR GRAPH:

A) QUIZ 1          CIVIL
B) QUIZ 2
C) EXAM            19TH-C
```

Suppose you want to see a graph of the results of the EXAM; press "C". In a moment your screen will look something like this:



Notice the information given at the top of the screen. The number of students (12) will be the number of students who actually took the exam, not necessarily the number of students in the class.

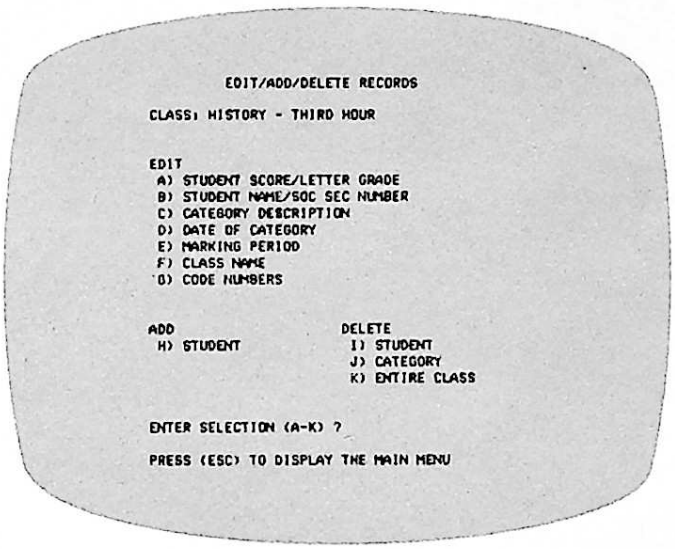
The top number (6.0) along the vertical axis represents the number of students who achieved a score in the score range which had the greatest number of students. The remaining numbers represent the results obtained by dividing the interval from zero to the highest number of students into eight equal parts. The numbers along the horizontal axis represent the range of possible scores.

From this graph we see that six students achieved a score in the 90-up range, three scored in the 80-90 range, two scored in the 70-80 range, and one student received a score in the 20-30 range. After viewing the graph, press any key. You will be asked if you wish to print the bar graph. Press "N" for now, since you will see later how to use the printer.

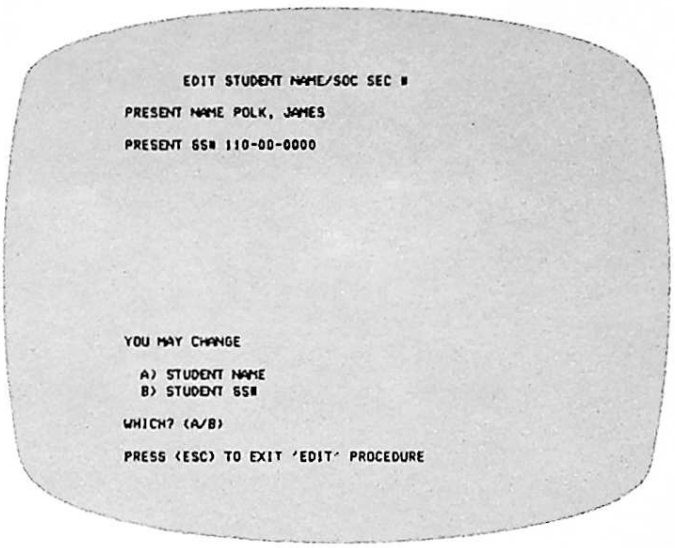
To see bar graphs of the other categories, press the letter "D" and then the letter in front of the category you wish to graph. When you are ready, press (ESC) from the Display Data menu to return to the Main Menu.

1.5 EDITING RECORDS

Now let us practice changing some student records. Press the letter "G" from the Main Menu, then press (RETURN) to run the selection. In a moment your screen will look like this:



Assume that you have entered a student's name incorrectly and want to change it. Press the letter "B". Suppose that "POLK, JAMES" should be "POLK, JOHN". Press the letter in front of James Polk's name (J).

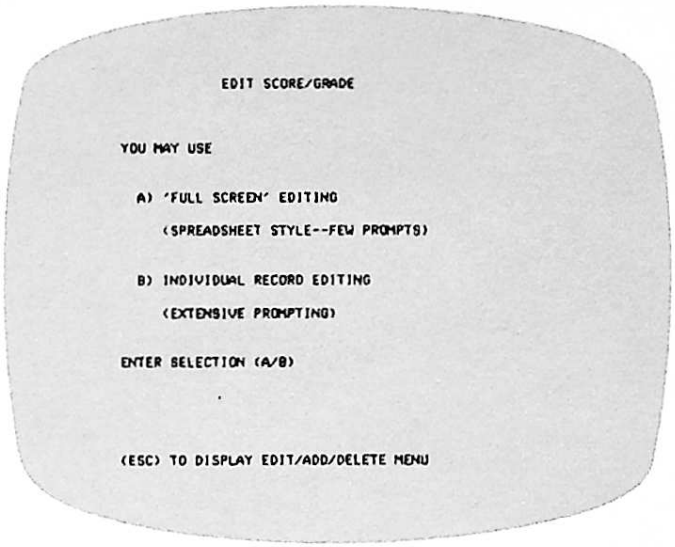


Press "A" to edit the name. Enter the new name (last name, comma, first name). Remember to press (RETURN) when you are finished. As long as you are making changes, press "B" and change Polk's Social Security number to 123-45-6789.

Press (ESC) twice to return to the Edit/ Add/Delete Records menu.

Next, suppose that you wish to change some student scores. Press the letter "A".

There are two methods by which you may edit scores and letter grades--"full-screen" editing and "individual record" editing.



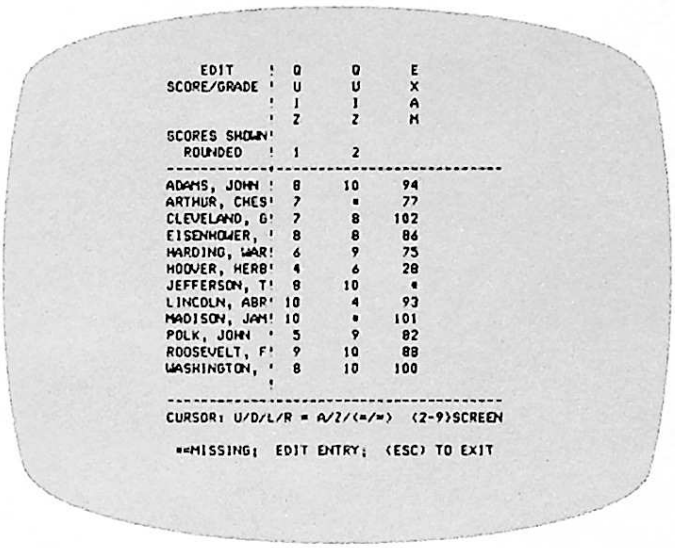
First press "B", the individual-record editing option. Say that Dwight Eisenhower, who was absent from QUIZ 1, has made up the quiz. Press the letter preceding QUIZ 1, then press the letter in front of Eisenhower's name.

You will now be prompted to enter the new score. Say Eisenhower received an "8" in QUIZ 1; enter "8"; then press (RETURN). Press "Y" to confirm your entry.

Try changing another score. Assume that Thomas Jefferson was missing from the EXAM, but you accidentally entered a score for him (95). Press (ESC) to return to the Edit/Add/Delete Records menu, then "A", "B", and "C" to choose "EXAM". Now press the letter preceding Jefferson's name. To enter "MISSING", simply press (RETURN) and press "Y" to confirm your

entry. Press (ESC) to return to the Edit/ Add/Delete Records menu.

From the Edit/Add/Delete Records menu, press "A" twice to see the "full screen" editor.


EDIT ! Q Q E
SCORE/GRADE ' U U X
' I I A
' Z Z M
SCORES SHOWN'
ROUNDED ! 1 2
ADAMS, JOHN ! 8 10 94
ARTHUR, CHES' 7 * 77
CLEVELAND, G' 7 8 102
EISENHOWER, ' 8 8 86
HARDING, WAR' 6 9 75
HOOVER, HERB' 4 6 28
JEFFERSON, T' 8 10 *
LINCOLN, ABR' 10 4 93
MADISON, JAM' 10 * 101
POLK, JOHN ' 5 9 82
ROOSEVELT, F' 9 10 88
WASHINGTON, ' 8 10 100
CURSOR: U/D/L/R = A/Z/(=/=) (2-9)SCREEN
*=MISSING; EDIT ENTRY; (ESC) TO EXIT

On your screen now is a "window" looking at your "gradebook". The gradebook has the student names along the left margin and the quizzes, exams, etc. listed along the top. At present only numerical scores appear in the array, but if letter grades had been computed, they also would appear and could be edited.

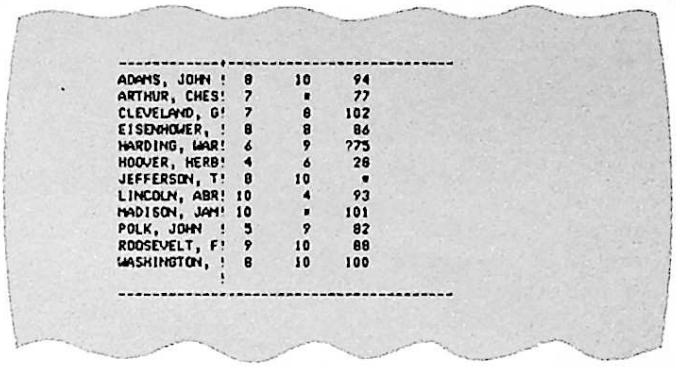
The flashing cursor represents the current "editing position". In order to move the cursor, press the "A", "Z", or left/right "arrow" keys. These keys move the cursor one position at a time.

To move the cursor one or more full screens, that is, to change the "window", press a number between "1" and "9" (to indicate the number of screens to move), press "S" (for "screens"), then press the "A", "Z", or arrow key (to give the direction to move). (If you are moving only one screen, you may omit the "1".)

Let us change Roosevelt's "10" in QUIZ 2 to an "8". Move the cursor to the appropriate position and press "E" to start the edit. Enter "8" and press (RETURN). Practice moving the cursor around a bit, then return to Roosevelt's QUIZ 2 score and change it back to the original value of 10.

Now move the cursor to Harding's 75 in the EXAM and press "E" to edit the score. Enter "80", but instead of pressing (RETURN) to record the change, press (ESC). Note that the change is ignored and the original score of 75 is restored. Now press "E" to edit the 75 once again. This time, press (RETURN) without entering any score. The asterisk appears indicating that the score is now recorded as "missing". Press "E" one last time and return Harding's score to the original value of 75.

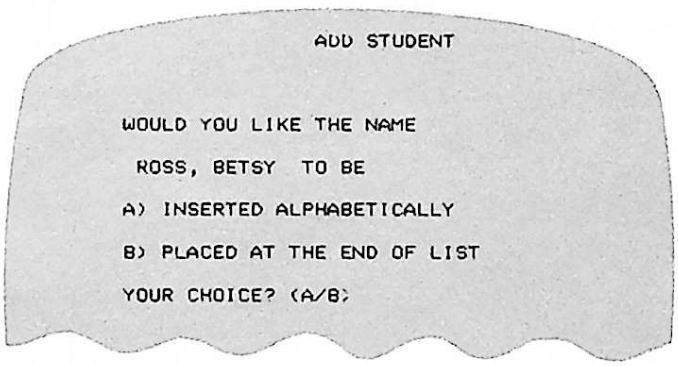
The center of your screen should look like this:



ADAMS, JOHN	8	10	94
ARTHUR, CHES	7	*	77
CLEVELAND, G	7	8	102
EISENHOWER,	8	8	86
HARDING, WAR	6	9	775
HOOVER, HERB	4	6	28
JEFFERSON, T	8	10	*
LINCOLN, ABR	10	4	93
MADISON, JAM	10	*	101
POLK, JOHN	5	9	82
ROOSEVELT, F	9	10	88
WASHINGTON,	8	10	100

Press (ESC) to return to the Edit/Add/Delete Records menu.

The last editing option we will demonstrate in this Tutorial is the "Add Student" option. Let us suppose that a new student, Betsy Ross, has just entered the class. You need to add her name to the class list. Press the letter "H", then enter her name (ROSS, BETSY) and Social Security number (989-89-8989) at the prompts. Press (RETURN) when you are finished, then "A" to confirm your entry. (Betsy Ross' scores have all been recorded as "MISSING".)



ADD STUDENT

WOULD YOU LIKE THE NAME

ROSS, BETSY TO BE

A) INSERTED ALPHABETICALLY

B) PLACED AT THE END OF LIST

YOUR CHOICE? (A/B)

Now you have the option of placing the new student at the end or your class list or alpha-

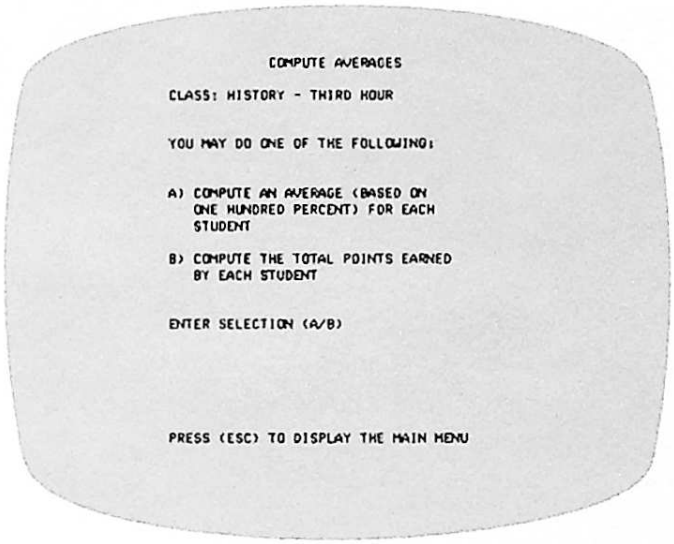
betically among the names already in your class list. Press "A" to insert the name alphabetically.

Press (ESC) to display the Main Menu. For the moment, ignore the message that appears on the screen and press any key.

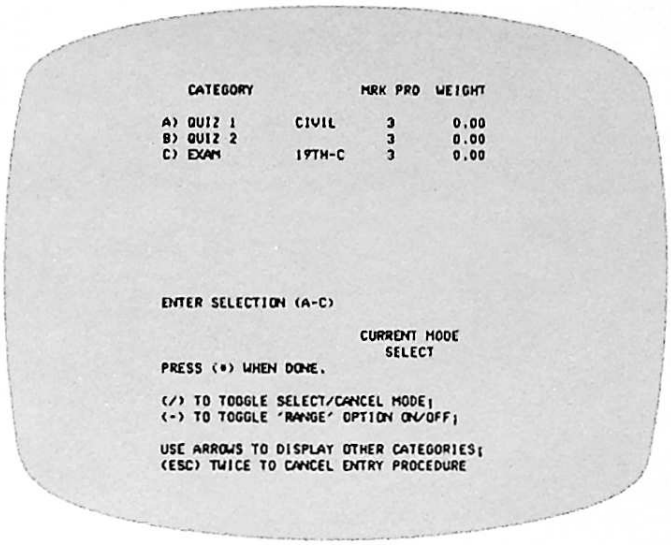
If you wish to take a break, use the Save Data & Exit option. When you re-enter the program, continue from this point.

1.6 COMPUTING WEIGHTED AVERAGES

From the Main Menu, press the letter "D"; then press (RETURN) to compute averages. After a moment, the Compute Averages menu will appear.


COMPUTE AVERAGES
CLASS: HISTORY - THIRD HOUR
YOU MAY DO ONE OF THE FOLLOWING:
A) COMPUTE AN AVERAGE (BASED ON ONE HUNDRED PERCENT) FOR EACH STUDENT
B) COMPUTE THE TOTAL POINTS EARNED BY EACH STUDENT
ENTER SELECTION (A/B)
PRESS (ESC) TO DISPLAY THE MAIN MENU

You have entered two quizzes with scores in the range 0-10 and one exam with scores in the range 0-100. Suppose that you wish to compute the **point total** for each student. Press the letter "B".

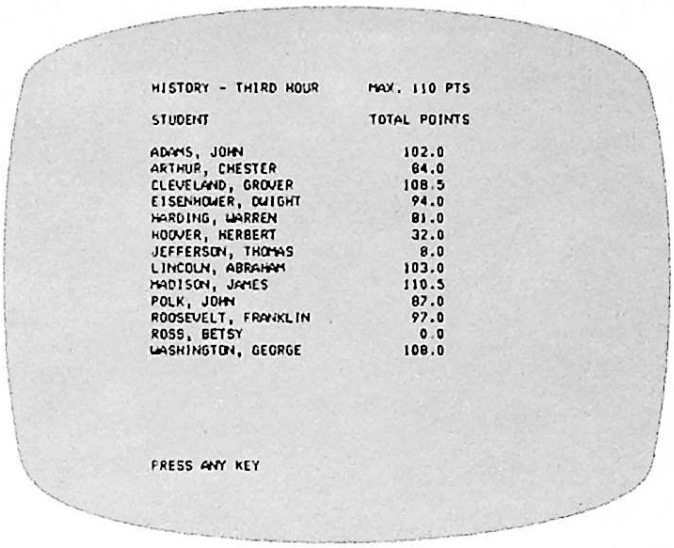

CATEGORY MRK PRO WEIGHT
A) QUIZ 1 CIVIL 3 0.00
B) QUIZ 2 3 0.00
C) EXAM 19TH-C 3 0.00
ENTER SELECTION (A-C)
CURRENT MODE
SELECT
PRESS (*) WHEN DONE.
(/) TO TOGGLE SELECT/CANCEL MODE;
(-) TO TOGGLE 'RANGE' OPTION ON/OFF;
USE ARROWS TO DISPLAY OTHER CATEGORIES;
(ESC) TWICE TO CANCEL ENTRY PROCEDURE

First you must choose which categories are to be used in the computation of the point total. Assume that you wish to use QUIZ 1 and EXAM. Press the letter "A" to select QUIZ 1, and then press the letter "C" to select EXAM. Notice that in the WEIGHT column opposite QUIZ 1 the value 10.0 appears (since QUIZ 1 has a possible score range of 0-10). Similarly, the value 100.0 is displayed in the WEIGHT column opposite EXAM.

Since you have now selected all the categories you wish to include in the point total, press "*".

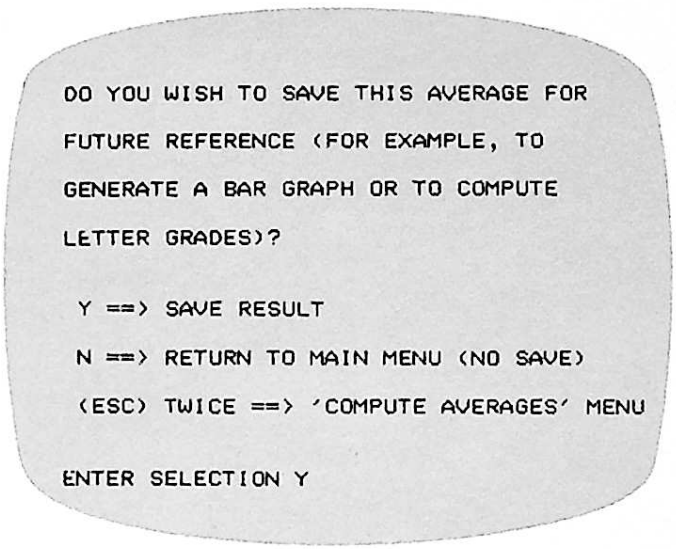
In a moment, the maximum possible number of points will be displayed at the top right of your screen. Each student's name and total points will be computed and displayed. Notice

that Betsy Ross is properly given a point total of zero since she was added to the class list after the quiz and exam scores were entered.

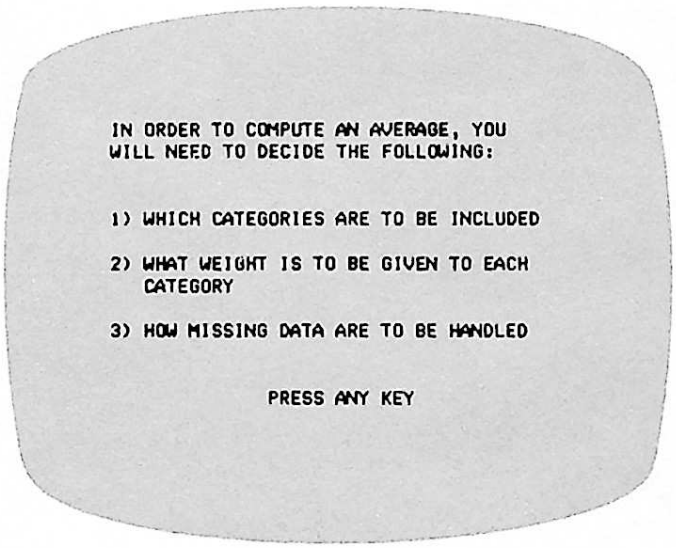


After you have viewed the point totals, press any key. You will now be asked if you wish to save the point total just computed.

We do not wish to save this point total, but we do wish to return to the Compute Averages menu, so press (ESC) twice.

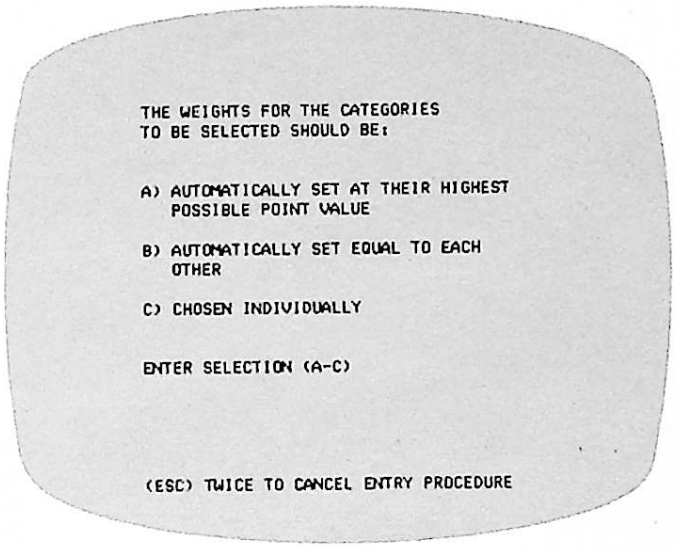

DO YOU WISH TO SAVE THIS AVERAGE FOR
FUTURE REFERENCE (FOR EXAMPLE, TO
GENERATE A BAR GRAPH OR TO COMPUTE
LETTER GRADES)?
Y ==> SAVE RESULT
N ==> RETURN TO MAIN MENU (NO SAVE)
(ESC) TWICE ==> 'COMPUTE AVERAGES' MENU
ENTER SELECTION Y

Now press the letter "A" to compute an average.


IN ORDER TO COMPUTE AN AVERAGE, YOU
WILL NEED TO DECIDE THE FOLLOWING:
1) WHICH CATEGORIES ARE TO BE INCLUDED
2) WHAT WEIGHT IS TO BE GIVEN TO EACH
CATEGORY
3) HOW MISSING DATA ARE TO BE HANDLED
PRESS ANY KEY

Note the message, then press any key.

You now have three methods for computing averages.


THE WEIGHTS FOR THE CATEGORIES
TO BE SELECTED SHOULD BE:
A) AUTOMATICALLY SET AT THEIR HIGHEST
POSSIBLE POINT VALUE
B) AUTOMATICALLY SET EQUAL TO EACH
OTHER
C) CHOSEN INDIVIDUALLY
ENTER SELECTION (A-C)
(ESC) TWICE TO CANCEL ENTRY PROCEDURE

Method "C" allows you to weight individually each of the categories you wish to include in your average, regardless of the possible score range of the category.

Method "B" gives the same weight to each category. If you were to use this method, the 10 point quizzes would count as much as the 100 point exam.

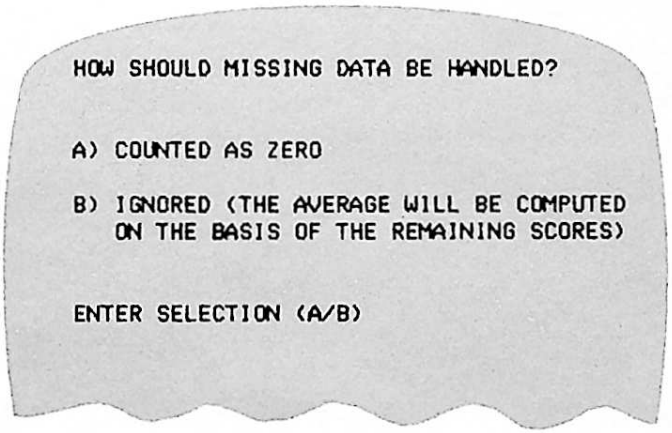
Method "A" weights each category at its maximum point value.

Suppose that you wish to compute an average in which each quiz has weight 10 and the exam has weight 100. In other words, you would like to weight each category with its maximum point value. Press the letter "A".

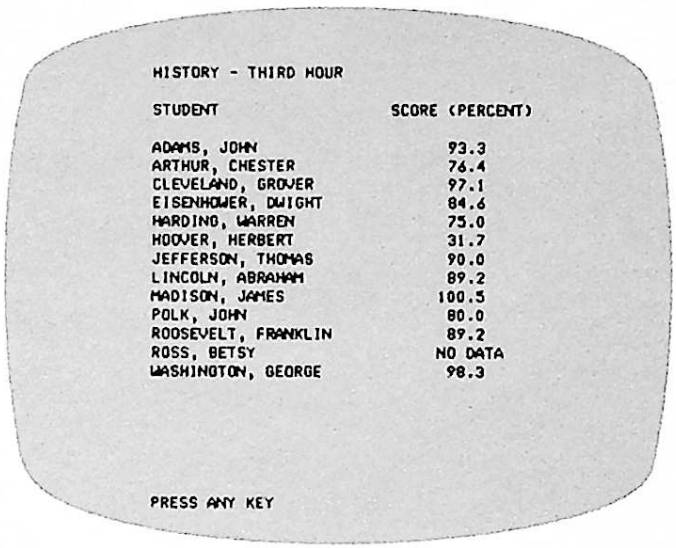
You must choose which categories are to be used in the computation of the average. Assume that you wish to use all the categories. Since there are presently only three categories, you could press the letters "A", "B", and "C", in turn. However, we will take this opportunity to illustrate the "range" option.

Press the letter "A". Notice that the weight was automatically set at 10 (the maximum score for QUIZ 1) because of the option you chose earlier. Now press the hyphen (-); then press the letter "C" to complete the range of categories. Notice that all the remaining categories (from "A" to "C") were automatically weighted with their maximum scores. (The range option becomes very useful with larger numbers of categories.) Press "*" to continue.

Next you need to decide how missing data should be treated.


HOW SHOULD MISSING DATA BE HANDLED?
A) COUNTED AS ZERO
B) IGNORED (THE AVERAGE WILL BE COMPUTED ON THE BASIS OF THE REMAINING SCORES)
ENTER SELECTION (A/B)

Select option "B" so that no student is penalized for having missing data. In a moment, the students' percentages will appear.



Notice that Betsy Ross is listed as "NO DATA", since she entered the class late and did not take either of the two quizzes or the exam. (If you had chosen the option in which missing data is counted as zero, her percentage would have been zero.)

Press any key.

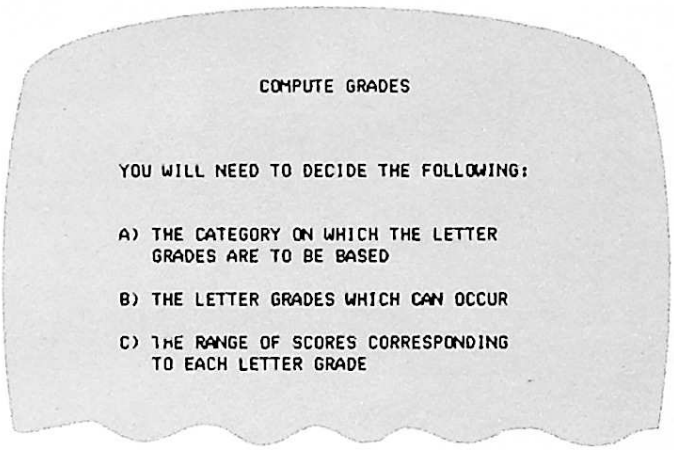
In response to the question about saving this average, answer "Y" so that you can use the average just computed as a basis for letter grades.

In a moment you will be asked to choose a title under which the average you just computed

will be stored. It may be useful to choose a title which indicates that this is a computed average and also indicates the present date. The exam was given on February 18, so suppose you computed this average a few days later, on February 22. Enter "AV 02/22/83", remembering to press (RETURN) when you are done. After accepting your entry, press any key. You will be told that the average has been stored. Press any key to return to the Main Menu.

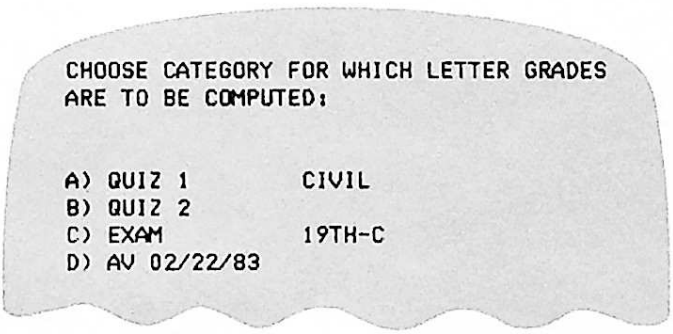
1.7 COMPUTING GRADES

From the Main Menu, press "E"; then press (RETURN) to compute letter grades.


COMPUTE GRADES
YOU WILL NEED TO DECIDE THE FOLLOWING:
A) THE CATEGORY ON WHICH THE LETTER GRADES ARE TO BE BASED
B) THE LETTER GRADES WHICH CAN OCCUR
C) THE RANGE OF SCORES CORRESPONDING TO EACH LETTER GRADE

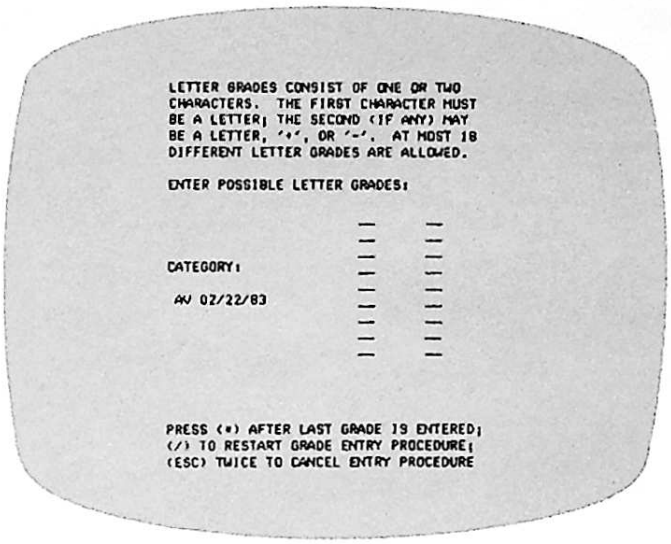
Read the message, then press any key.

A list of the categories will appear. Notice that "AV 02/22/83" is among them.



Press "D", since you wish to base your letter grades on the average just computed.

You will now be prompted to enter the possible letter grades that students may receive.


LETTER GRADES CONSIST OF ONE OR TWO
CHARACTERS. THE FIRST CHARACTER MUST
BE A LETTER; THE SECOND (IF ANY) MAY
BE A LETTER, '+', OR '-'. AT MOST 18
DIFFERENT LETTER GRADES ARE ALLOWED.
ENTER POSSIBLE LETTER GRADES:
CATEGORY:
AV 02/22/83
PRESS (*) AFTER LAST GRADE IS ENTERED;
(/) TO RESTART GRADE ENTRY PROCEDURE;
(ESC) TWICE TO CANCEL ENTRY PROCEDURE

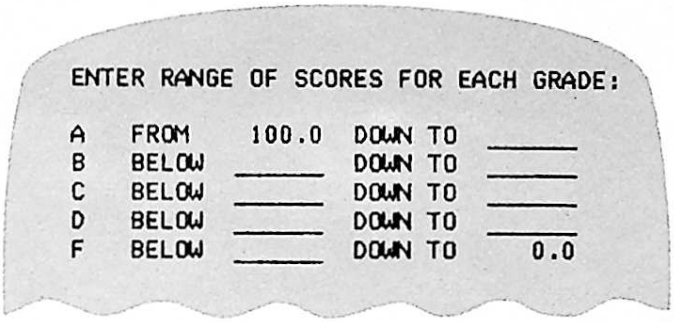
For the sake of simplicity, enter:

A
B
C
D
F

(The letter grades need not be entered in alphabetical order--they will be ordered automatically.)

Press (RETURN) after you enter each letter grade. If you make a mistake, press the slash (/) to restart. When you are finished, press the asterisk (*). If you entered the grades correctly, press the letter "A" to accept them.

The top portion of your screen will look as follows:

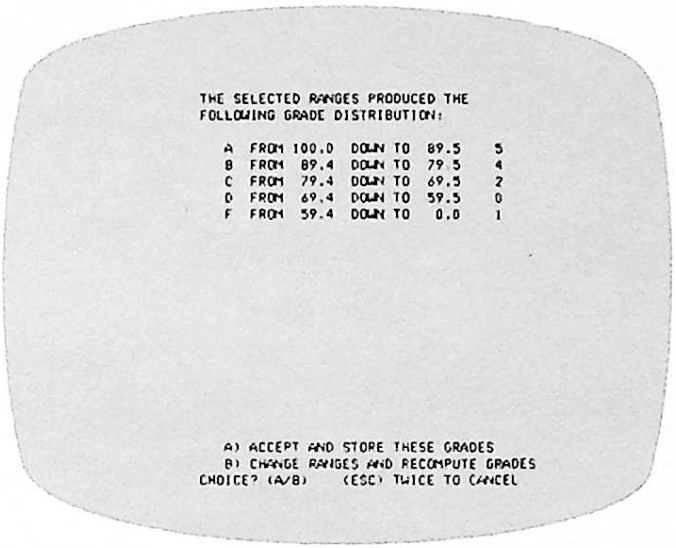


Assume that you wish to give an "A" to every student whose average is between 90 and 100 inclusive. Scores in KTRB are stored with one decimal place accuracy, so it is possible for a student to have an average of 89.5. You need to decide whether to award such a student an "A". (In other words, you need to decide whether or not to round scores upward.)

Suppose you decide that a student with an 89.5 average should receive an "A", so that the "A" range is actually from 100 down to **89.5.** Similarly, suppose you make the "B" range extend down to 79.5, and so on. Accordingly, enter the values, "89.5", "79.5", "69.5", and "59.5", remembering to press (RETURN) after each entry.

After the last entry, you will have an opportunity to correct any mistakes. If you did make an error, use the highlighted letters along the right side of the screen to determine which key to press to correct the error. Press "X" when all the entries are correct.

In a moment you will be shown the distribution of grades resulting from your range selections, and you will be asked whether these grades are acceptable or whether you wish to change the ranges and recompute the letter grades.


THE SELECTED RANGES PRODUCED THE
FOLLOWING GRADE DISTRIBUTION:
A FROM 100.0 DOWN TO 89.5 5
B FROM 89.4 DOWN TO 79.5 4
C FROM 79.4 DOWN TO 69.5 2
D FROM 69.4 DOWN TO 59.5 0
F FROM 59.4 DOWN TO 0.0 1
A) ACCEPT AND STORE THESE GRADES
B) CHANGE RANGES AND RECOMPUTE GRADES
CHOICE? (A/B) (ESC) TWICE TO CANCEL

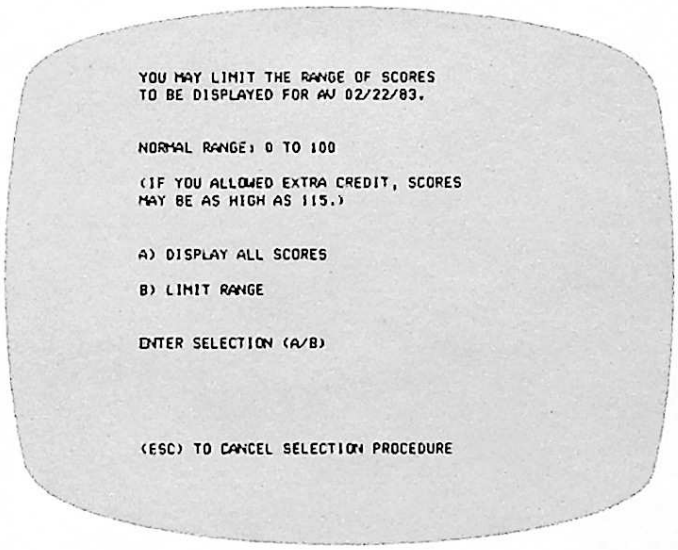
Press "A" to accept the grades.

Answer "N" to the question about computing another set of letter grades. The Main Menu will appear shortly. The letter grades for "AV 02/22/83" have been calculated and stored. In addition, the grade ranges which you just entered have been stored. If you wish to use the same ranges next time you compute letter grades, you will not have to re-enter them.

Now, for a moment, go to the Display Data option to see the students' grades. Press "C", then (RETURN).

When the Display Data menu appears, choose option "C" to display student scores, then answer "N" to the question about missing data. Now press "B" to choose selected categories and, after the list of categories appears, press the letter "D" to choose "AV 02/22/83". Notice that your selection has been highlighted. Since this is the only category you wish to see, press "*".

Because you selected only one category, you may limit the range of scores to be displayed.


YOU MAY LIMIT THE RANGE OF SCORES
TO BE DISPLAYED FOR AV 02/22/83.
NORMAL RANGE: 0 TO 100
(IF YOU ALLOWED EXTRA CREDIT, SCORES
MAY BE AS HIGH AS 115.)
A) DISPLAY ALL SCORES
B) LIMIT RANGE
ENTER SELECTION (A/B)
(ESC) TO CANCEL SELECTION PROCEDURE

Since we wish to have all scores displayed, press "A", and since you wish to see the grades for all the students, press "A" again. You will see the following menu:

```
YOU HAVE THE FOLLOWING OPTIONS:

A) DISPLAY SCORES ALPHABETICALLY
   BY STUDENT NAME

B) DISPLAY SCORES IN DESCENDING
   ORDER

ENTER SELECTION (A/B)



(ESC) TO RETURN TO 'DISPLAY DATA' MENU
```

First choose option "A".

```
CATEGORY                    DATE      SCORE GRD
-----------------------------------------------

AV 02/22/83
 ADAMS, JOHN                           93.3  A
 ARTHUR, CHESTER                       76.3  C
 CLEVELAND, GROVER                     97.0  A
 EISENHOWER, DWIGHT                    84.5  B
 HARDING, WARREN                       75.0  C
 HOOVER, HERBERT                       31.6  F
 JEFFERSON, THOMAS                     90.0  A
 LINCOLN, ABRAHAM                      89.1  B
 MADISON, JAMES                       100.4  A
 POLK, JOHN                            80.0  B
 ROOSEVELT, FRANKLIN                   89.1  B
 ROSS, BETSY                           MSNG
 WASHINGTON, GEORGE                    98.3  A

 PRESS ANY KEY
```

Notice that since Betsy Ross has no scores assigned to her, she was not assigned a letter grade.

After you have finished viewing the grades, press any key.

Now press the letter "B" to see the scores displayed in descending order. The slight time delay is caused by the sorting of the scores. Note that even though James Madison has an average above 100 (due to extra credit), he still received an "A". Missing data will always be listed at the end when the scores are listed in descending order. Press any key to continue; then press (ESC) to return to the Display Data menu.

Now press "D" twice to see a bar graph for "AV 02/22/83". After viewing the graph, press any key. Press the letter "N" in order not to print the bar graph; then press (ESC) to return to the Main Menu.

The Print Reports option will be demonstrated next. If you wish to take a break, use the procedure described in Section 1.1 to exit KTRB. If you do not have a printer, skip to the beginning of Section 1.9.

1.8 PRINTING REPORTS

If you do not have a printer, skip to the beginning of Section 1.9. Otherwise, from the Main Menu, press the letter "F"; then press (RETURN).

Shortly, you will be prompted to enter today's date.

```
ENTER TODAY'S DATE

IN THE FORM MM-DD-YY.

PRESS (RETURN) WHEN DONE.
```

Suppose that it is the same day that the average was computed, so enter "022283" (the cursor will automatically jump over the hyphens).

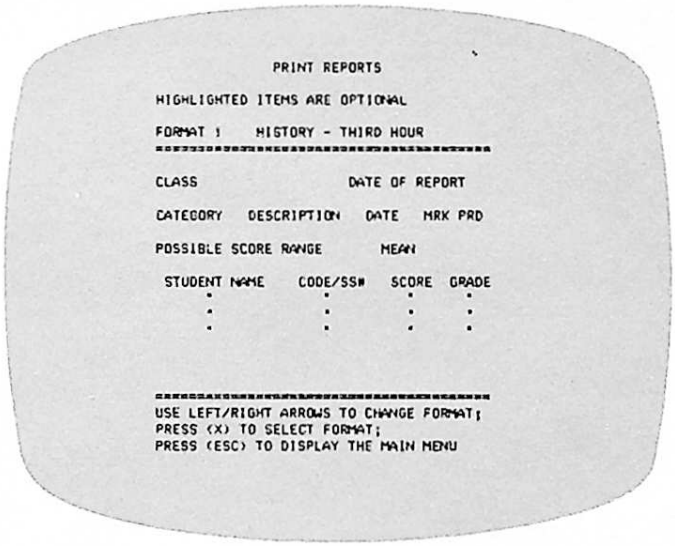
```
ENTER INSTRUCTOR'S NAME.

PRESS (RETURN) WHEN DONE.

_____
```

You will then be prompted to enter the name of the instructor of the class. Enter your own name.

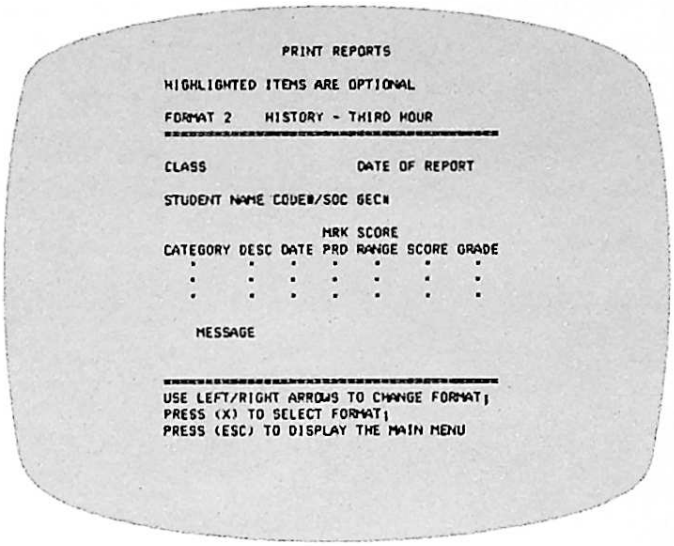
The current date and the instructor's name need be entered only once at a "sitting". If you use other Main Menu options and then return to the Print Reports option, KTRB will "remember" the current date and the name of the instructor.

Now you will be prompted to remove the Master Disk from Drive 1 and insert the Supplementary Disk. Make the disk swap, then press (RETURN).

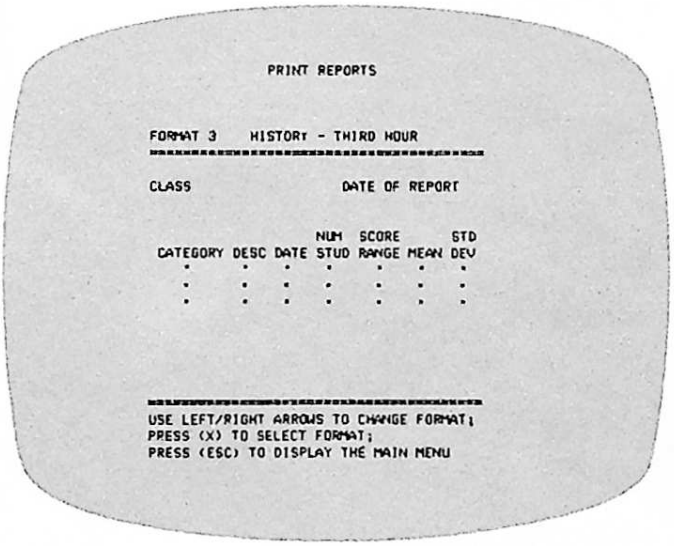
In a moment, your screen will look like this:



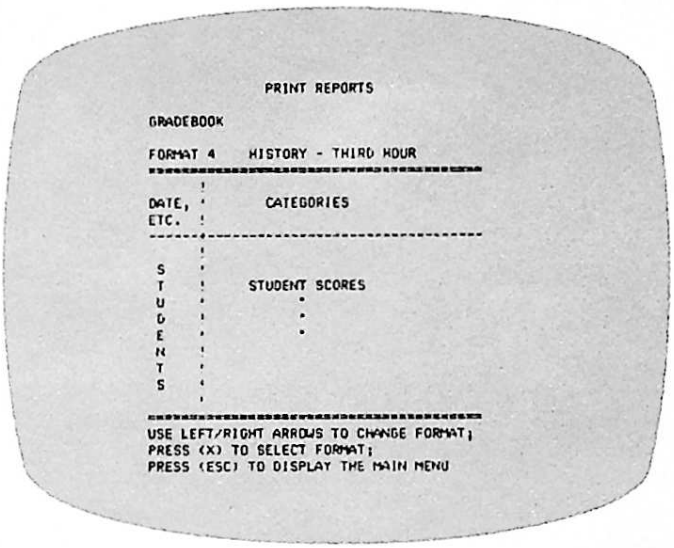
This is Print Format 1. To see Print Format 2, press the right arrow. Your screen will now look as follows:


PRINT REPORTS
HIGHLIGHTED ITEMS ARE OPTIONAL
FORMAT 2 HISTORY - THIRD HOUR
CLASS
DATE OF REPORT
STUDENT NAME CODE#/SOC SEC#
MRK SCORE
CATEGORY DESC DATE PRD RANGE SCORE GRADE
MESSAGE
USE LEFT/RIGHT ARROWS TO CHANGE FORMAT;
PRESS (X) TO SELECT FORMAT;
PRESS (ESC) TO DISPLAY THE MAIN MENU

Press the right arrow again to see Format 3.


PRINT REPORTS
FORMAT 3 HISTORY - THIRD HOUR
CLASS
DATE OF REPORT
NUM SCORE STD
CATEGORY DESC DATE STUD RANGE MEAN DEV
USE LEFT/RIGHT ARROWS TO CHANGE FORMAT;
PRESS (X) TO SELECT FORMAT;
PRESS (ESC) TO DISPLAY THE MAIN MENU

Finally, press the right arrow to see Print Format 4, the Gradebook Format.



Press the right arrow once again to return to Print Format 1.

A print format is "selected" by pressing "X" when the format is displayed on the screen.

Print Formats 1 and 2 are general print formats which you can customize to your personal needs. Here is one of the many ways to use Print Format 1.

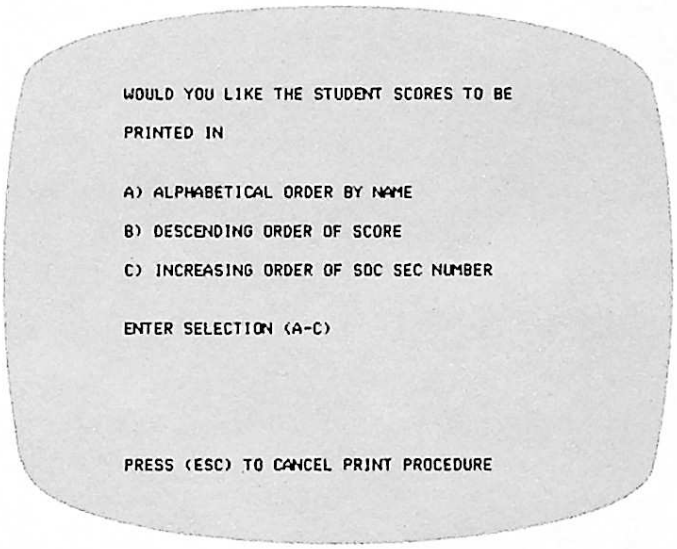
Press "X" to select Print Format 1. (If you accidentally select the wrong print format, press (ESC); then select the proper format.) The highlighted options will flash in turn to prompt you as you make your choices. Press "Y" to print the students' names, "B" to print the

Social Security number, "Y" to print the scores, and "Y" again to print the student's grades (if any were computed).

If you wished to have only a list of student names and Social Security or code numbers, you would proceed just as we did here, except that you would omit the score and grade.

After you have made these selections, press "Y" to confirm your choices.

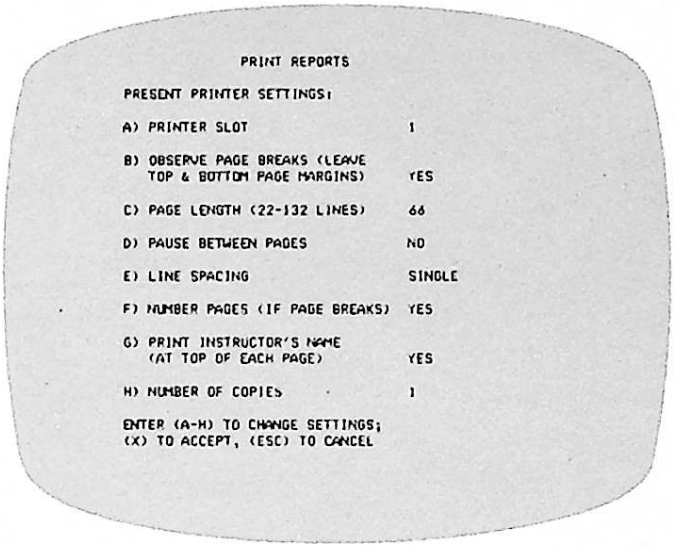
Now press the letter "A" to select all categories.


WOULD YOU LIKE THE STUDENT SCORES TO BE
PRINTED IN
A) ALPHABETICAL ORDER BY NAME
B) DESCENDING ORDER OF SCORE
C) INCREASING ORDER OF SOC SEC NUMBER
ENTER SELECTION (A-C)
PRESS (ESC) TO CANCEL PRINT PROCEDURE

Press "A" again so that the scores are printed alphabetically by student name.

(Note that Social Security numbers must be entered for all students in order for you to list grades by Social Security number.)

The Printer Settings menu will now appear:


PRINT REPORTS
PRESENT PRINTER SETTINGS:
A) PRINTER SLOT 1
B) OBSERVE PAGE BREAKS (LEAVE TOP & BOTTOM PAGE MARGINS) YES
C) PAGE LENGTH (22-132 LINES) 66
D) PAUSE BETWEEN PAGES NO
E) LINE SPACING SINGLE
F) NUMBER PAGES (IF PAGE BREAKS) YES
G) PRINT INSTRUCTOR'S NAME (AT TOP OF EACH PAGE) YES
H) NUMBER OF COPIES 1
ENTER (A-H) TO CHANGE SETTINGS;
(X) TO ACCEPT, (ESC) TO CANCEL

Traditionally, the printer is connected to slot #1; however, if your printer is in a different slot, press the letter "A" and enter the correct slot number. No (RETURN) is necessary.

CAUTION: Make sure you do not enter the wrong slot number, as doing so could cause you to lose the data in the computer's memory. For instance, entering the number of the slot to which your disk drive is connected would be like turning the computer off and on again.

If you enter a slot number other than "1" you will be asked to confirm your entry.

If it is necessary to insert individual sheets of paper in your printer, press the letter "D". This will change the "NO" to "YES" and cause the printer to stop at the end of each page so you can insert a new sheet of paper.

You may experiment with the other settings; however, for the sake of this tutorial, return them to their default values (except possibly for the printer slot and pause-between-pages) when you are done experimenting. Press "X" when you are ready.

Turn on your printer, insert a sheet of paper if necessary, and press (RETURN). The printing will begin. If you wish to stop the printing before it is completed, press (ESC).

VERY IMPORTANT: Your printer MUST be turned on before you give the final command to start printing, otherwise the program will "hang" and all changes and entries made since the last time the class in memory was saved will be lost.

Your printer should produce four pages of output: one for each quiz, one for the exam, and one for the average. The printout for AV 02/22/83 is illustrated on the following page.

INSTRUCTOR: YOUR NAME PAGE 4

CLASS: HISTORY - THIRD HOUR DATE OF REPORT: FEB 22, 1983

CATEGORY: AV 02/22/83

POSSIBLE SCORE RANGE: 0-100 MEAN: 83.72

NAME	SOC SEC #	SCORE	GRADE
ADAMS, JOHN	100-00-0000	93.3	A
ARTHUR, CHESTER	200-00-0000	76.3	C
CLEVELAND, GROVER	300-00-0000	97	A
EISENHOWER, DWIGHT	400-00-0000	84.5	B
HARDING, WARREN	500-00-0000	75	C
HOOVER, HERBERT	600-00-0000	31.6	F
JEFFERSON, THOMAS	700-00-0000	90	A
LINCOLN, ABRAHAM	800-00-0000	89.1	B
MADISON, JAMES	900-00-0000	100.4	A
POLK, JOHN	123-45-6789	80	B
ROOSEVELT, FRANKLIN	210-00-0000	89.1	B
ROSS, BETSY	989-89-8989	MISSING	
WASHINGTON, GEORGE	310-00-0000	98.3	A

When the printing is finished, Print Format 1 will reappear on your screen. Press the right arrow to display Print Format 2; then press "X" to select this format.

Note the various name/code/Social Security number options. Press the letter "A" to print only the student name. Press the letter "Y" eight times in order to print everything else.

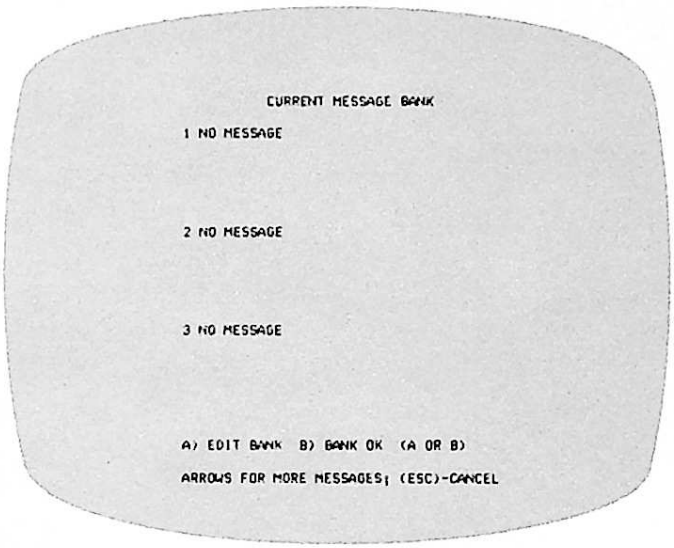
(Note that the default value for printing a message is "NO".)

Now press "A" to print the records for all the students, "A" to select all categories, and "A" again to select all marking periods.

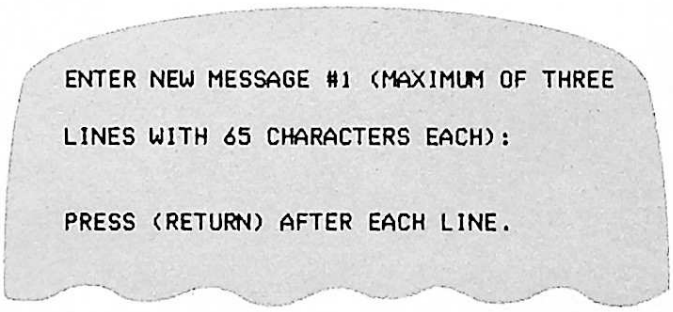
You now have the option of printing only the records of students for which data is missing. This can be useful in determining which students are behind in their work. For the present demonstration, however, press the letter "N".

Since you chose to include a message with each student's report, your Message Bank will now be loaded into the computer's memory and you will have an opportunity to create (or edit) your messages. Your Message Bank consists of up to six messages. Each message contains up to three lines of sixty-five characters per line.

The first three messages in your Message Bank will be displayed. If this is the first time you are using the Tutorial Data Disk, the Message Bank will be empty.



Press "A" to edit the message bank, then "1" to edit message number one.



If you make a mistake while you are typing a line, and you have not yet gone on to the next line, you may use the left-arrow key to back-

space and correct the line. If you have already gone on to a new line you cannot "back up" to a previous line, so just press (RETURN) to fill out the rest of the erroneous message with blanks, then "A" to accept the message. Now choose the same message number to edit and reenter the message correctly.

For the sake of this demonstration, edit message #1 to read

MESSAGE 1, LINE 1.
MESSAGE 1, LINE 2.
MESSAGE 1, LINE 3.

Edit message #2 to read

GOOD WORK

(Lines two and three are blank.)

Edit message #3 to read

IMPROVING

then edit message #4 to read

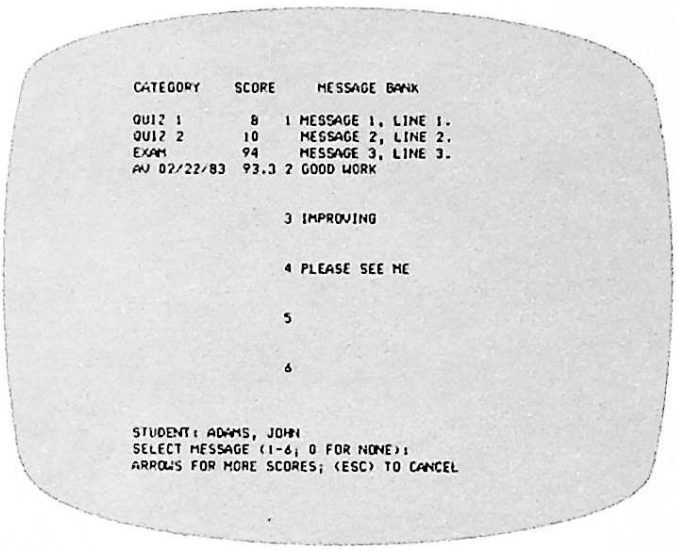
PLEASE SEE ME

Messages #5 and #6 are still blank. Press "B" when the Message Bank is ready.

After the edited Message Bank has been saved, you will have to decide which message to give each student. You may choose to give the same message to each student. In that case, you would press "A" and then the number of the

common message. Instead, let us choose the messages individually for each student.

Press "B". On the right side of you screen you will see a portion of each line of the messages in your Message Bank. At the bottom of the screen, flashing, is the name of a student (John Adams).


CATEGORY SCORE MESSAGE BANK
QUIZ 1 8 1 MESSAGE 1, LINE 1.
QUIZ 2 10 MESSAGE 2, LINE 2.
EXAM 94 MESSAGE 3, LINE 3.
AV 02/22/83 93.3 2 GOOD WORK
3 IMPROVING
4 PLEASE SEE ME
5
6
STUDENT: ADAMS, JOHN
SELECT MESSAGE (1-6; 0 FOR NONE):
ARROWS FOR MORE SCORES; (ESC) TO CANCEL

The student's scores are listed in the left-hand half of the screen. If there are more scores than can be listed in the space provided, you may press the left/right arrows to see more scores. To select the message to accompany the student's report, press the corresponding value (1-6), or press 0 to omit a message for that particular student.

Press "1" for John Adams. Notice that Chester Arthur's name appears at the bottom of

the screen and his scores appear at the left. Choose a message for Chester Arthur and continue this process for the rest of the class.

If you wished to have each student's record on a separate page (e.g., to give to a parent during conferences), you would answer "Y" to the question about starting each student's record on a new page. In the present instance, however, press "N".

The Printer Settings menu will appear. Press "X" to accept and continue.

Once again, turn on your printer, insert paper if necessary, and press (RETURN). You should get three pages of output. The first page looks something like this (depending on which messages you selected).

TUTORIAL 1.8

INSTRUCTOR: YOUR NAME PAGE 1

CLASS: HISTORY - THIRD HOUR DATE OF REPORT: FEB 22, 1983

STUDENT NAME

CATEGORY	DESC	DATE	MRK PRD	RANGE	SCORE	GRADE
ADAMS, JOHN						
QUIZ 1	CIVIL	FEB 08, 1983	3	0-10	8	
QUIZ 2		FEB 11, 1983	3	0-10	10	
EXAM	19TH-C	FEB 18, 1983	3	0-100	94	
AV 02/22/83				0-100	93.3	A
MESSAGE 1, LINE 1.						
MESSAGE 2, LINE 2.						
MESSAGE 3, LINE 3.						
ARTHUR, CHESTER						
QUIZ 1	CIVIL	FEB 08, 1983	3	0-10	7	
QUIZ 2		FEB 11, 1983	3	0-10	MISSING	
EXAM	19TH-C	FEB 18, 1983	3	0-100	77	
AV 02/22/83				0-100	76.3	C
GOOD WORK						
CLEVELAND, GROVER						
QUIZ 1	CIVIL	FEB 08, 1983	3	0-10	6.5	
QUIZ 2		FEB 11, 1983	3	0-10	8	
EXAM	19TH-C	FEB 18, 1983	3	0-100	102	
AV 02/22/83				0-100	97	A
IMPROVING						
EISENHOWER, DWIGHT						
QUIZ 1	CIVIL	FEB 08, 1983	3	0-10	8	
QUIZ 2		FEB 11, 1983	3	0-10	7.5	
EXAM	19TH-C	FEB 18, 1983	3	0-100	86	
AV 02/22/83				0-100	84.5	B
IMPROVING						
HARDING, WARREN						
QUIZ 1	CIVIL	FEB 08, 1983	3	0-10	6	
QUIZ 2		FEB 11, 1983	3	0-10	9	
EXAM	19TH-C	FEB 18, 1983	3	0-100	75	

When the printing is finished, Print Format 1 will appear on the screen.

Print Format 3 presents complete statistical data about the categories. Press the right arrow key twice to bring Print Format 3 to the screen, press "X" twice to select the format and the printer settings, then turn on your printer and press (RETURN).

Print Format 4 is the GRADEBOOK FORMAT. Press the left arrow to bring up the screen display, then press "X" to select the format. If you are using form feed (i. e., continuous) paper, press "A", else press "B", then confirm the printer slot, make sure the printer is on, and press (RETURN) to start the printing. The gradebook output should look like the sample on the following page.

Press (ESC) to display the Main Menu.

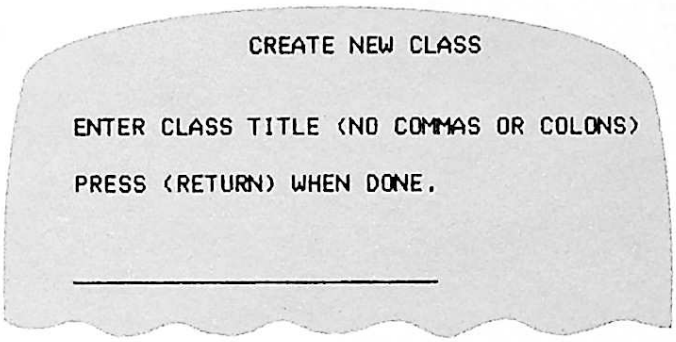
GRADEBOOK

INSTRUCTOR: YOUR NAME	QUIZ 1	QUIZ 2	EXAM	AVG
CLASS: HISTORY - THI	1	2		2/2/83
DATE: FEB 22, 1983				
* = MISSING				
MAXIMUM >>>	10	10	100	100
ADAMS, JOHN	8	10	94	93.3
ARTHUR, CHESTER	7	*	77	76.3
CLEVELAND, GROV	6.5	8	102	97
EISENHOWER, DWI	8	7.5	86	84.5
HARDING, WARREN	6	9	75	75
HOOVER, HERBERT	4	6	28	31.6
JEFFERSON, THOM	8	10	*	90
LINCOLN, ABRAHA	10	4	93	89.1
MADISON, JAMES	9.5	*	101	100.4
POLK, JOHN	5	9	82	80
ROOSEVELT, FRAN	9	10	88	89.1
ROSS, BETSY	*	*	*	*
WASHINGTON, GEO	8	10	100	98.3

1.9 CREATING A CLASS

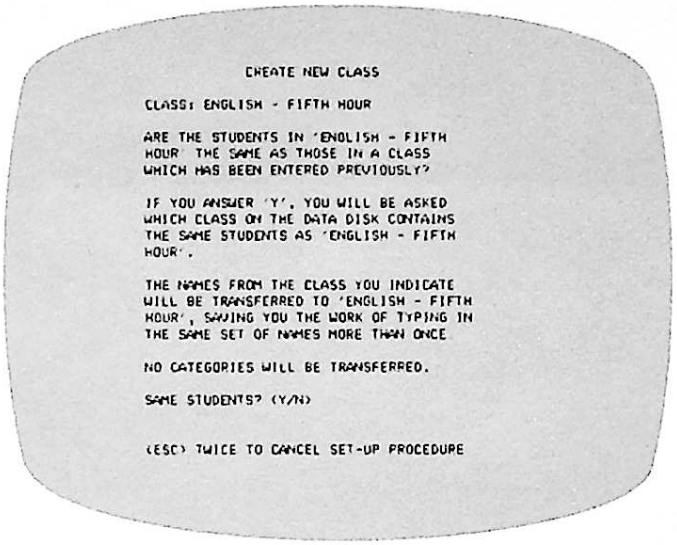
The Tutorial Data Disk which you have been using had a class list already entered when you received it. We will see now how you can enter your own class list. From the Main Menu, press the letter "H", then press (RETURN). At the prompt, insert the Supplementary Diskette in Drive 1.

In a moment you will be prompted to enter the class title. The number of underscores indicates the maximum length of the title.

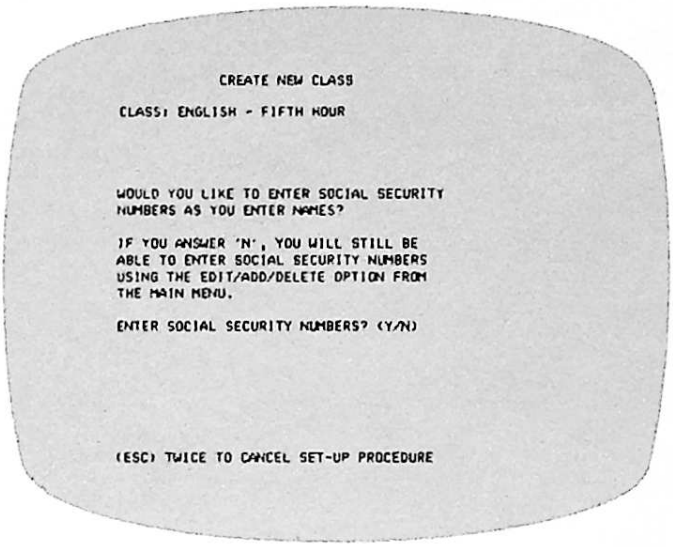


Suppose that the class is an English class. Type in "ENGLISH - FIFTH HOUR". If you make a mistake while typing, just press the left arrow to backspace. Press (RETURN) when you are finished; then press "A" to accept the class title.

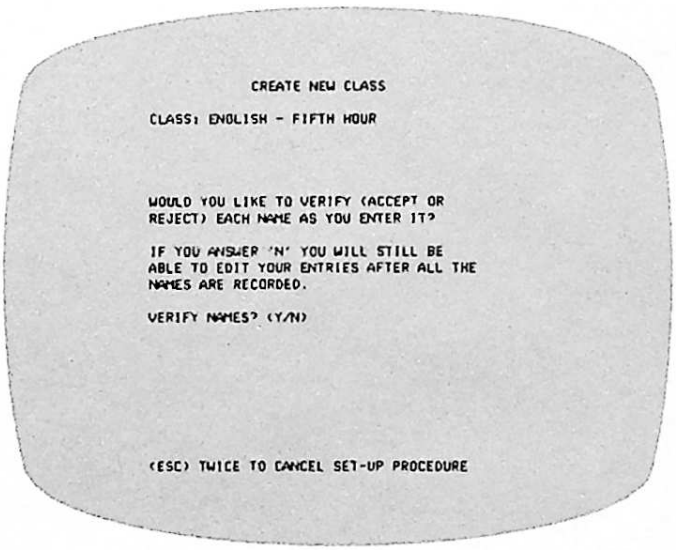
Since there is already a class entered on the data disk you are using, you will be asked if you wish to use, in your new class, the names from an existing class.


CREATE NEW CLASS
CLASS: ENGLISH - FIFTH HOUR
ARE THE STUDENTS IN 'ENGLISH - FIFTH HOUR' THE SAME AS THOSE IN A CLASS WHICH HAS BEEN ENTERED PREVIOUSLY?
IF YOU ANSWER 'Y', YOU WILL BE ASKED WHICH CLASS ON THE DATA DISK CONTAINS THE SAME STUDENTS AS 'ENGLISH - FIFTH HOUR'.
THE NAMES FROM THE CLASS YOU INDICATE WILL BE TRANSFERRED TO 'ENGLISH - FIFTH HOUR', SAVING YOU THE WORK OF TYPING IN THE SAME SET OF NAMES MORE THAN ONCE
NO CATEGORIES WILL BE TRANSFERRED.
SAME STUDENTS? (Y/N)
(ESC) TWICE TO CANCEL SET-UP PROCEDURE

If you answered "yes", you would then indicate which class contained the names you wanted to use, and those names, along with their Social Security numbers (if they have been entered), would be transferred to the new class. For now, however, press "N", since you are going to enter a new set of names.


CREATE NEW CLASS
CLASS: ENGLISH - FIFTH HOUR
WOULD YOU LIKE TO ENTER SOCIAL SECURITY NUMBERS AS YOU ENTER NAMES?
IF YOU ANSWER 'N', YOU WILL STILL BE ABLE TO ENTER SOCIAL SECURITY NUMBERS USING THE EDIT/ADD/DELETE OPTION FROM THE MAIN MENU.
ENTER SOCIAL SECURITY NUMBERS? (Y/N)
(ESC) TWICE TO CANCEL SET-UP PROCEDURE

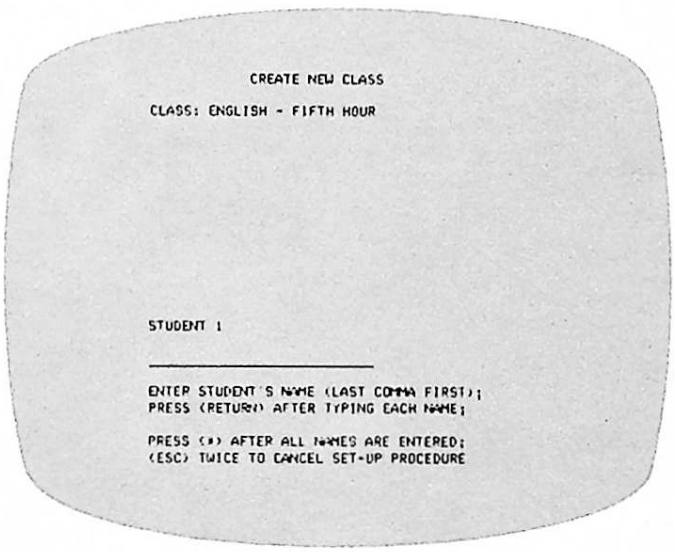
Next you will be asked whether you would like to enter Social Security numbers as you enter student names. Press "Y".


CREATE NEW CLASS
CLASS: ENGLISH - FIFTH HOUR
WOULD YOU LIKE TO VERIFY (ACCEPT OR REJECT) EACH NAME AS YOU ENTER IT?
IF YOU ANSWER 'N' YOU WILL STILL BE ABLE TO EDIT YOUR ENTRIES AFTER ALL THE NAMES ARE RECORDED.
VERIFY NAMES? (Y/N)
(ESC) TWICE TO CANCEL SET-UP PROCEDURE

Finally, you will be asked whether you would like to accept or reject each name (and Social Security number) as you enter it. Press "Y" in response to the question about verifying entries.

Now you are ready to enter the name and Social Security number of each student.

When entering names, enter the last name, a comma, then the first name. Remember also that you can use the left arrow to backspace if you make a mistake. Press (RETURN) after each name, then enter the student's Social Security number. If a student has no Social Security number, just press (RETURN). If your entry was satisfactory, press "A" to accept it, else press "R" and retype the entry.


CREATE NEW CLASS
CLASS: ENGLISH - FIFTH HOUR
STUDENT 1
ENTER STUDENT'S NAME (LAST COMMA FIRST);
PRESS (RETURN) AFTER TYPING EACH NAME;
PRESS (*) AFTER ALL NAMES ARE ENTERED;
(ESC) TWICE TO CANCEL SET-UP PROCEDURE

Enter five or six names and Social Security numbers of your own choosing.

NOTE: It is not necessary to enter names in alphabetical order, since they will be alphabetized automatically by KTRB.

Press an asterisk (*) after you have entered all the names and numbers. You will be given some information about the number of students in the class. Press (RETURN), then answer "N" to the question about creating another class. Insert the Master Disk into Drive #1 at the prompt and press (RETURN).

In a moment the Main Menu will appear, with "ENTER SCORES" highlighted. The fifth-hour English class, with the names you entered, has been stored on the Tutorial Data Disk.

The Tutorial Data Disk was already initialized when you received it. You will see in the next section how to initialize a new data disk. Before you do that, however, you should return the Tutorial Data Disk to its original form so that it can be used again with this tutorial.

The categories you created for the third-hour history class need to be deleted. In order to do this, you must first load that class into the computer's memory. From the Main Menu, press the letter "A", then press (RETURN). From the list of classes which appears, press the letter preceding the third-hour history class.

When the Main Menu appears, press the letter "G" to load the editing module, then press (RETURN). In a moment the Edit/Add/Delete Menu will appear.

Let us first delete the two quizzes, the exam, and the average. Press the letter "J". In a moment you will be shown a list of the four categories. Deletion of a category is quicker for categories near the bottom of the list than for those at the top. Accordingly, press the letter preceding the last category in the list. Type "YES" to confirm the deletion of the category you selected. After a moment the Edit/Add/Delete Menu will reappear. Repeat this process for the remaining categories.

Since you added a student, (Betsy Ross), you should now delete her name from the class list. Press the letter "I". You will be shown a list of all the students. Press the letter preceding Betsy Ross' name, then enter "YES" to confirm the deletion.

You still need to change "POLK, JOHN" back to "POLK, JAMES". Press the letter "B" and follow the instructions to change John Polk's name.

The third-hour history class is now in its original form. However, the fifth-hour English class still must be deleted from the Tutorial Data Disk. Press the letter "K" from the Edit/Add/Delete Menu. You will be shown a list of the classes on the data disk. Press the letter preceding the fifth-hour English class, then enter "YES" to confirm the deletion. The Tutorial Data Disk is now in its original form.

(The Supplementary Disk does still contain the Message Bank you created, but that will not hinder the use of the Tutorial Data Disk.)

Press (ESC). Ignore the message which appears on your screen and press any key when you are instructed to do so.

1.10 INITIALIZING A DATA DISK

For this tutorial, you have been using the Tutorial Data Disk supplied with the KALAMAZOO TEACHER'S RECORD BOOK. The Tutorial Data Disk was already initialized when you received it. In other words, the disk was already formatted to store KTRB class data. You still need to initialize a blank disk which you can use for your own class records.

From the Main Menu, press the letter "J" to highlight "INITIALIZE NEW DATA DISK". Press (RETURN) to run this option.

Any class currently in memory will be saved. Follow the prompting on your screen. If you are using one drive, remove the Master Disk and insert the disk you plan to use for class data; then press (RETURN). If you are using two drives, simply insert the disk to be initialized into Drive #2. You will be warned that any information presently on your new data disk will be erased. Press "Y" to continue.

After about 30 seconds, you will hear three "beeps" and see a message that the initialization procedure has been completed. Press any key.

Now you may either initialize another data disk or continue the program. Press the letter "B". Follow the disk insertion instructions on your screen. When you are told to insert the data disk, insert the Tutorial Data Disk. The reason for doing this is that the class you were

using from the Tutorial Data Disk is still in the computer's memory. When you exit the program, the class in the computer's memory will be stored on the data disk. The class you are using is a sample class, and therefore should be saved on the Tutorial Data Disk, not on the data disk you just initialized.

After a moment the computer will analyze the files on your data disk, and the Main Menu will appear. Press the letter "K", then press (RETURN). Since there is no need to make a back-up of the Tutorial Data Disk, press the letter "B" to exit the program.

When you enter your own class data, do not use the Tutorial Data Disk. Instead, use your own data disks which you initialize with KTRB (like the data disk you just initialized).

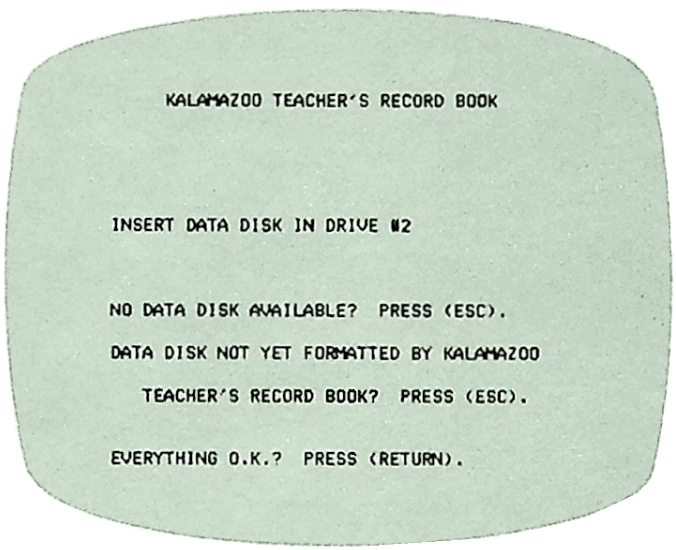
This completes the Tutorial. We have covered many, but by no means all, of the features of KALAMAZOO TEACHER'S RECORD BOOK. The Reference part of this manual describes in detail all the capabilities of KTRB.

REFERENCE

2.1 STARTING UP

To start using the KALAMAZOO TEACHER'S RECORD BOOK (KTRB), boot the Master Disk. In a moment you will be asked to indicate the number of disk drives you are using. Enter the number of drives. If you accidentally enter the wrong number, press (ESC).

If you specified that you are using two disk drives, you will be instructed to insert your data disk into drive #2.


KALAMAZOO TEACHER'S RECORD BOOK
INSERT DATA DISK IN DRIVE #2
NO DATA DISK AVAILABLE? PRESS (ESC).
DATA DISK NOT YET FORMATTED BY KALAMAZOO
TEACHER'S RECORD BOOK? PRESS (ESC).
EVERYTHING O.K.? PRESS (RETURN).

If you are using only one disk drive, you will be instructed to remove the Master (KTRB) Disk and insert your data disk.

You will also be instructed on how to proceed if:

a) no data disk is available, or

b) this is the first time your data disk is being used with KTRB.

If you have used KTRB before and have a data disk already initialized by KTRB, insert your data disk into the appropriate drive and press (RETURN). The computer will now analyze the files on your data disk. (Refer to the section entitled Analyzing Files.)

If this is your first time using KALAMAZOO TEACHER'S RECORD BOOK, you will not yet have a data disk initialized (formatted) by KTRB. In this case, press (ESC) instead of (RETURN).

If you pressed (ESC), you will be given the options to

A) Initialize a New Data Disk

B) Restart the Program

C) Exit the Program

To initialize a new data disk, press "A" (now skip to the section entitled Initializing A New Data Disk). If you wish to exit the program, press the letter "C".

2.2 ANALYZING FILES

After you have specified whether you are using one or two disk drives and have inserted your data disk into the appropriate drive, KTRB will analyze the files on your data disk.

When the program analyzes files, it actually does three things:

a) checks to make sure there are not more than ten class files on your data disk;

b) examines each file name and, if the file is a KTRB class file, adds the name to its list of classes contained on your data disk; and

c) checks to make sure "MASTER FILE D" is present on your data disk.

If you have only one or two classes on the data disk, you will receive a warning about removing disks without being instructed to do so. If you have eight or more classes on the data disk, you will be reminded that you should initialize a new data disk, since you are approaching the class limit for this data disk.

If everything is in order and no disk errors occur, the Main Menu will appear in a few seconds.

2.3 DISK ERRORS

A disk error is an error which occurs while KTRB is loading a file from or saving a file onto a disk. You will get a message on your screen if a disk error occurs.

Some of the possible causes of disk errors are:

- no disk in the disk drive
- disk drive door not closed
- wrong disk in the disk drive
- disk in the drive the wrong way (upside-down, sideways, etc.)
- faulty or damaged disk (scratch on disk, bend in disk, etc.)
- uninitialized disk in drive
- file missing from disk
- disk drive speed too fast or too slow

Try to find what you believe to be the cause of the disk error and perform the disk operation again. If the error persists, or if you cannot find the cause of the error, try using a different disk. If the error occurs with a data disk, try initializing a new data disk and performing the same operation with the new disk.

IF A CLASS IS IN THE MEMORY AT THE TIME OF A DISK ERROR, MAKE SURE YOU SAVE THE CLASS ONTO A WORKING DATA DISK. (If need be, initialize a new data disk and save the current class onto this disk.)

REFERENCE 2.3

The KTRB Master Disk is tested before being shipped, so the chance of problems with the disk is small. However, if the Master Disk should prove defective in either material or workmanship, you may obtain a replacement diskette. See the Replacement Policy at the beginning of this manual.

2.4 CODE NUMBERS

Code numbers are five-digit numbers which are assigned (by the computer) to each student in the class. These numbers remain the same unless you change them using the Edit/Add/Delete Records option from the Main Menu. When a new student is added to the class, that student is automatically assigned a code number.

Code numbers are useful for posting grades publicly.

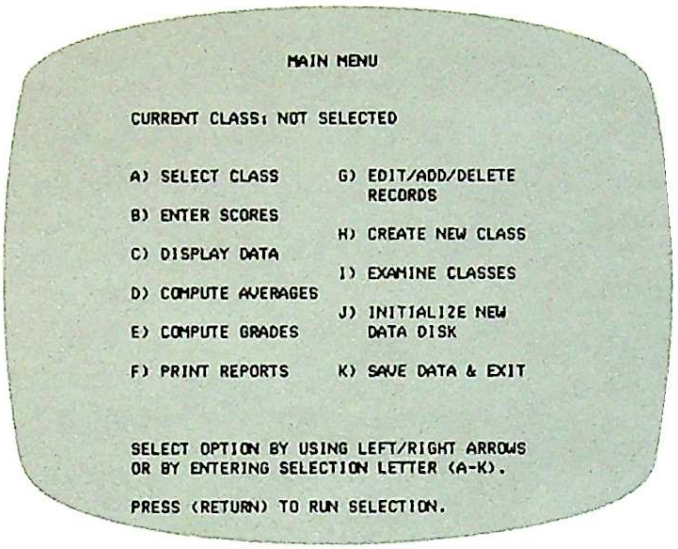
Code numbers are computed using a formula based on the student's name. On rare occasions, you will find that two students in the same class have the same code number. Using the Edit Code Numbers routine from the Edit/Add/Delete/ Records option will not correct the problem.

To solve this problem, modify the name of one of the students having the same code number. There are several ways to do this. One method is to add a middle initial without a period. For example, "Doe, John" would become "Doe, John L". If you add initials to both student's names, do not put a period after the initials; the code numbers will still be identical.

You may also change the first name of one of the two students. For example, "Doe, Bill" might become "Doe, Billy" or "Doe, William". In general, adding letters to the beginning or end of the name will be effective, but inserting letters in the middle of the name usually will not cause the code number to change.

2.5 THE MAIN MENU

The Main Menu, as it is labelled at the top of your screen, is the menu from which you will make all your major choices.


MAIN MENU
CURRENT CLASS: NOT SELECTED
A) SELECT CLASS
B) ENTER SCORES
C) DISPLAY DATA
D) COMPUTE AVERAGES
E) COMPUTE GRADES
F) PRINT REPORTS
G) EDIT/ADD/DELETE RECORDS
H) CREATE NEW CLASS
I) EXAMINE CLASSES
J) INITIALIZE NEW DATA DISK
K) SAVE DATA & EXIT
SELECT OPTION BY USING LEFT/RIGHT ARROWS OR BY ENTERING SELECTION LETTER (A-K).
PRESS (RETURN) TO RUN SELECTION.

Near the top of this menu are the words "CURRENT CLASS", followed by the title of the class which is currently in the computer's memory. If no class is in the computer's memory, the phrase "NOT SELECTED" will appear following "CURRENT CLASS".

To select an option from the Main Menu, press the letter next to the option you would like to use. You can also use the left/right arrow keys. The cursor is highlighted over the option which is ready to be run. After you have highlighted the desired option, press (RETURN).

2.6 SELECTING A CLASS (OPTION A)

When you choose the Select Class option from the Main Menu, all classes stored on your data disk will be displayed with a letter in front of each class title.

If you wish to use a class which is on a different data disk, press the asterisk (*). If there is a class currently in memory, it will be saved onto your data disk. You will then be told that you may remove your data disk. Do so; then press any key to restart the program.

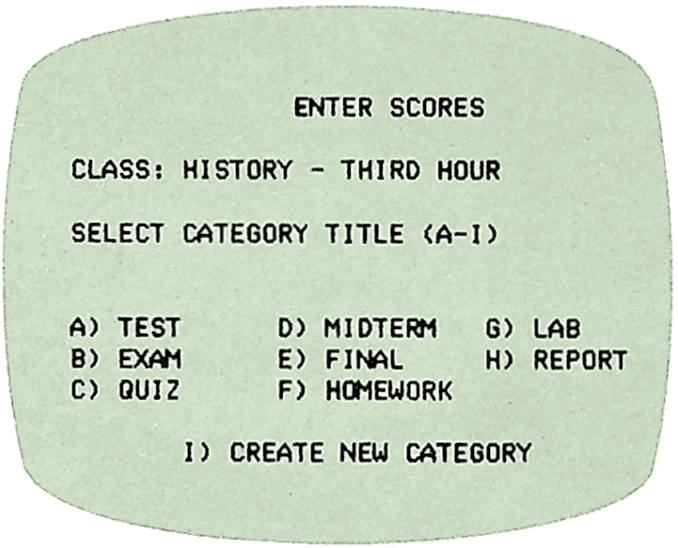
If you wish to select a class from among those listed on your screen, press the letter next to the class you wish to select. The class currently in the memory (if any) will be saved onto your data disk, the new class will be loaded into the computer's memory (if it is not there already), and the Main Menu will be displayed once again.

If you change your mind and do not wish to select a (new) class, simply press (ESC) and the Main Menu will reappear.

The Select Class option will allow you to select only a class which already exists on your data disk; it will not allow you to create a new class. To start a new class, use the Create New Class option from the Main Menu.

2.7 ENTERING SCORES (OPTION B)

Following your selection of the Enter Scores option from the Main Menu, you will see eight or more categories listed on your screen. These categories are general titles. There are eight category titles built into KTRB.



KTRB can hold up to 18 different category titles; therefore, you can create up to ten other category titles of your own, in addition to the ones listed above. If you have entered some scores, but have used fewer than 18 category titles, you will see a message toward the bottom of your screen telling you to press a slash (/) to see the categories you have used previously. This list may differ from the list of category titles displayed initially, since

you may not have used all (or even any) of the built-in category titles.

If no message about using a slash (/) appears near the bottom of your screen, it means that you have not used any categories at all, so there is nothing to be displayed. If, however, 18 category titles are already displayed on the screen, you will see a message telling you how to make space for more category titles. This can be done by deleting some existing categories, or by creating a new class with the same student names.

NOTE: The limit of 18 category titles does not mean that you can give at most 18 tests, quizzes, exams, etc. You are able to record many more than 18 sets of scores by numbering the items within a category (e.g., QUIZ 1, QUIZ 2, etc.). This process will be explained later.

The eight category titles built into KTRB cannot be deleted. The actual quizzes, tests, etc. that you create with your scores can be erased, but those eight titles will always remain as part of your available title pool, even if they are not being used.

When there are fewer than 18 category titles being used for the class currently in memory, the last letter listed will say after it "CREATE NEW CATEGORY". This is an option for you to create a category title other than one already listed. When you create a new category title, you must also enter a set of scores in a category under that title. Unlike the eight built-in titles, a title you create must have at

least one category under it in order for the title to remain listed in the available title pool.

If you press the letter preceding "CREATE NEW CATEGORY", you will be prompted to enter a category title. Titles may be up to eight characters in length. Enter your category title, remembering to press (RETURN) when you are finished. Now press the letter "A" to accept your entry, or "R" to reject it.

NOTE: When you enter a category title, do not include a number at the end of the title, since a number will automatically be added if you choose to number the categories. For instance, if you name a title "QUIZ 1", and then choose to number the categories under that title, they will be named "QUIZ 1 1", "QUIZ 1 2", etc.

If you do not wish to create a new category title, press the letter in front of the existing category title you would like to use.

If this is the first time you are using a particular title, you will be asked if you wish to number the categories having that title. Numbering the categories is useful (and necessary) if you plan to use many categories with the same title. For instance, if you give many quizzes, they would be called "QUIZ 1", "QUIZ 2", etc. However, if you are giving a final examination, for example, and you know that you will be giving only one such examination, there is no need to number that category.

NOTE: If you do not number the first category under a given title, you are still able to add more categories using that title. When you enter the second category under the same title, all the categories under that title are numbered automatically, even if you decided earlier not to number the first category under that title.

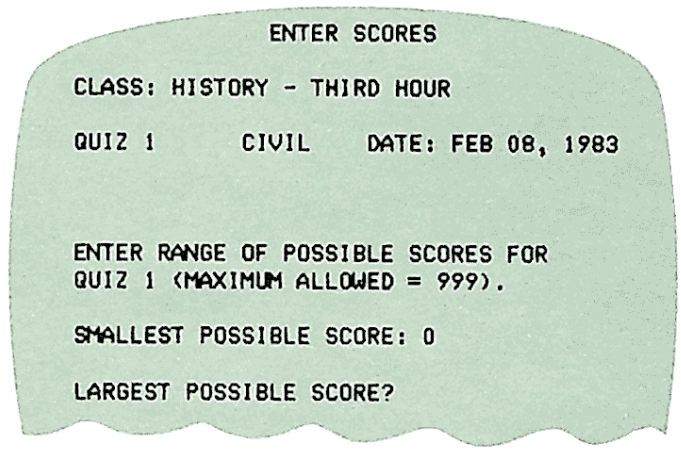
You will now be asked to enter a category description. This description may be up to six characters long, and is useful for indicating what the category is about. For instance, in an American Literature class you might give quizzes regularly and number the categories consecutively (QUIZ 1, QUIZ 2, etc.). These numbers, however, do not give any information about the topic of each quiz. If the quiz is about the writings of Ernest Hemingway, for example, you might enter "HMNGWY" for the category description. Most of the time you will have to abbreviate the description, since only six characters can be entered. If you do not wish to enter a description, simply press (RETURN).

Next, you will be prompted to enter the date of the category. Enter the date on which you gave the assignment or the date on which it was due, not the date on which you record the scores in the computer.

To enter the date, simply press six numbers and (RETURN). Press two numbers for the month (e.g., February would be "02"), two numbers for the day, two numbers for the year (e.g., 1981 would be "81"), and (RETURN). The cursor will "jump" over the hyphens automatically.

Now you will be asked to enter the marking period of the category. You may enter any number between one and six, inclusive. During a year, you need not use all the marking periods. For instance, if your department is on a quarterly system, you may use only the numbers 1-4. Entering a marking period is done for the sake of sorting and identifying categories and to help you retrieve specific data. No (RETURN) is needed after you enter the marking period.

You will now be prompted to enter the largest possible score a student could get.


ENTER SCORES
CLASS: HISTORY - THIRD HOUR
QUIZ 1 CIVIL DATE: FEB 08, 1983
ENTER RANGE OF POSSIBLE SCORES FOR
QUIZ 1 (MAXIMUM ALLOWED = 999).
SMALLEST POSSIBLE SCORE: 0
LARGEST POSSIBLE SCORE?

This value should NOT include extra credit. For instance, if you give a test which you grade out of 100 percent, enter "100" as the largest possible score, even if a student can get a higher score due to extra credit. This holds true also if you are grading on the basis of a possible number of points. Press (RETURN) after entering a value.

The smallest possible score is always fixed at 0. **The largest possible score may not exceed 999.** You may enter decimals for the largest possible score. All decimals will be rounded to one decimal place.

NOTE: If you are on a point system (i.e., a student's score is based on the total number of points received out of a possible number of points), the total of all the possible points should not exceed 900. This will be explained more thoroughly in the Compute Averages section.

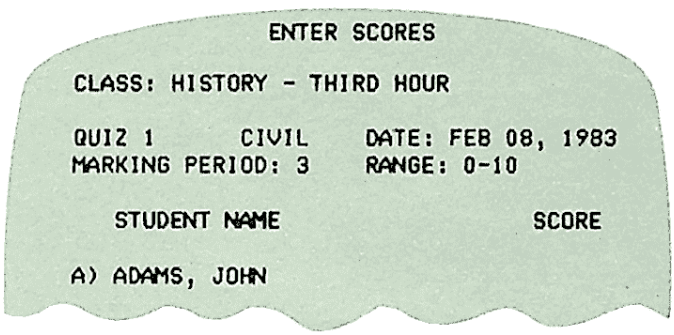
You will now be shown the marking period and smallest and largest possible scores you entered, and will be asked to confirm them. If they are not correct, press the letter "N" to re-enter them. If they are correct, press "Y" to continue.

Finally, you will be asked if you would like to allow extra credit, and you will be told how high the extra credit may be. This value is obtained by taking 110% of the possible high score, rounding down, and adding five. If the result is greater than 999, it is set equal to 999.

If students are able to achieve a score greater than the largest possible score (which you entered earlier), press the letter "Y"; otherwise press "N". The only difference between pressing "Y" and "N" is that pressing "Y" allows you to enter scores in the extra credit range, while pressing "N" does not.

NOTE: Even if you press "N" now, you will still be able to enter extra credit by using the Edit/ Add/Delete Records option.

Your screen will now clear and the information you just entered (category, description, date, marking period, and possible score range) will be displayed near the top of the screen. The first student's name will appear (with a letter next to it), along with a flashing cursor across from the student's name.


ENTER SCORES
CLASS: HISTORY - THIRD HOUR
QUIZ 1 CIVIL DATE: FEB 08, 1983
MARKING PERIOD: 3 RANGE: 0-10
STUDENT NAME SCORE
A) ADAMS, JOHN

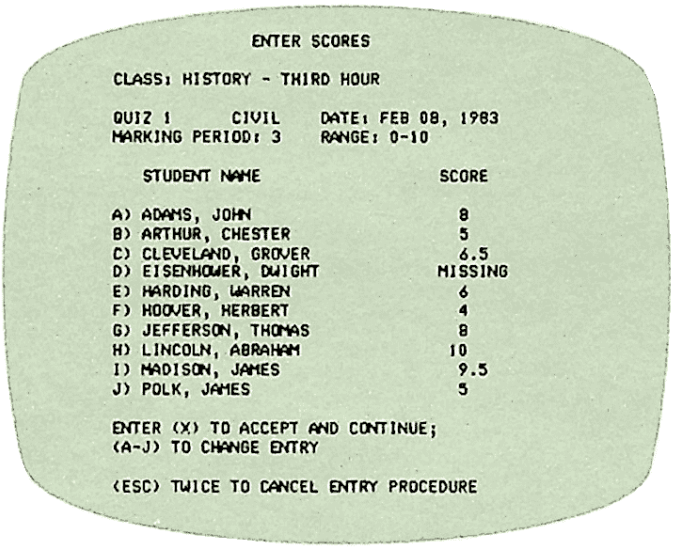
Enter the score for the student whose name is displayed; then press (RETURN). The name of the next student in the class will appear, and you will be prompted to enter that student's score. This process will continue.

If a student was absent when the assignment was given or has not handed in the assignment, and therefore does not have a score, press (RETURN) without entering any numbers. The word "MISSING" will appear after the student's name. If you want the student to be given a zero, enter zero (0) and press (RETURN).

It is usually a good idea to press (RETURN) if a student was missing, and not to enter a

score (even a zero). Later, when computing averages, you can instruct the computer to count the "MISSING" as a zero, if you like. But if you enter a zero now, there is no way for you to count this as a "MISSING" later, other than manually changing the student's score.

After each group of ten scores has been entered, or after scores have been entered for the whole class, you will be prompted to press the letter "X" to continue, or another letter (usually A - J) if you wish to correct an entry.


ENTER SCORES
CLASS: HISTORY - THIRD HOUR
QUIZ 1 CIVIL DATE: FEB 08, 1983
MARKING PERIOD: 3 RANGE: 0-10
STUDENT NAME SCORE
A) ADAMS, JOHN 8
B) ARTHUR, CHESTER 5
C) CLEVELAND, GROVER 6.5
D) EISENHOWER, DWIGHT MISSING
E) HARDING, WARREN 6
F) HOOVER, HERBERT 4
G) JEFFERSON, THOMAS 8
H) LINCOLN, ABRAHAM 10
I) MADISON, JAMES 9.5
J) POLK, JAMES 5
ENTER (X) TO ACCEPT AND CONTINUE;
(A-J) TO CHANGE ENTRY
(ESC) TWICE TO CANCEL ENTRY PROCEDURE

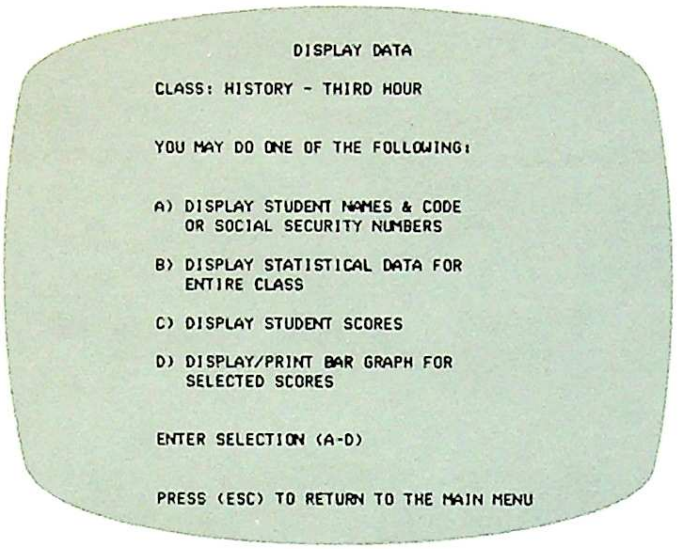
If you entered the wrong score for a student, press the letter next to the student's name. You will be prompted to enter a new score for that student. Enter the score and press (RETURN), or just press (RETURN) to enter a "MISSING" for the student. Correct other scores, if necessary, in the same way; then

press "X" to continue. Repeat this process until all the scores have been entered.

When all the scores have been correctly entered and accepted, some simple statistical calculations will be made. In a moment your screen will clear and you will be told the number of students who were "MISSING," and the mean (average) and standard deviation of the scores you just entered. If all the students were "MISSING", no mean or standard deviation will be given. Press any key to display the Main Menu.

2.8 DISPLAYING DATA (OPTION C)

When you select the Display Data option from the Main Menu, you will see the following Display Data menu:


DISPLAY DATA
CLASS: HISTORY - THIRD HOUR
YOU MAY DO ONE OF THE FOLLOWING:
A) DISPLAY STUDENT NAMES & CODE OR SOCIAL SECURITY NUMBERS
B) DISPLAY STATISTICAL DATA FOR ENTIRE CLASS
C) DISPLAY STUDENT SCORES
D) DISPLAY/PRINT BAR GRAPH FOR SELECTED SCORES
ENTER SELECTION (A-D)
PRESS (ESC) TO RETURN TO THE MAIN MENU

Each of the options in the above menu will now be described in detail.

Displaying Student Names and Code or Social Security Numbers

This option will display the names of all the students in the class in the computer's memory, along with their corresponding code or Social Security numbers. If there are more names than can be displayed on your screen at one time, you will be prompted to press the let-

ter "X" to continue the listing. Press (ESC) to cancel the listing and return to the Display Data menu.

Displaying Statistical Data for the Entire Class

This option will display all the categories (averages and point totals included) for the class currently in the memory, along with the date of the category, the mean of the scores, and the standard deviation of the scores. If there are more categories than can be displayed on your screen at one time, you will be prompted to press the letter "X" to continue the display. Press (ESC) to cancel the listing and return to the Display Data menu.

Displaying Student Scores

This option will allow you to display students' scores in many different forms. You will have to make certain choices, and will be asked first if you wish to restrict your display to those students with missing data. If you answer "Y" to this question, your final display will consist only of students with missing data in particular categories.

You will now have to decide if you wish to display the data for all the categories in the class (including averages and point totals) or just for selected categories (of your choice). (If you choose to display data for all categories, skip ahead to the paragraph beginning "If you selected more than one category...".)

If you press the letter "B", you will be shown the first ten categories for your class. If there are more than ten categories, use the left/right arrows to see the other categories. To select a category for which you would like to have data displayed, use the arrows so that the category you wish to see is visible on your screen; then press the letter next to the category. The category will become highlighted. All categories you select to display will remain highlighted. Even if you use the arrows to see different categories, previously selected categories will still be highlighted when you display them again.

If you wish to display a range of categories that are "in a row," i.e., listed consecutively, press the letter by the first category in the series; then press the hyphen (-) to turn on the "range" option, and finally press the letter next to the last category in the series. If you accidentally press the hyphen (-) after pressing a letter, just press the hyphen again; the hyphen acts as a toggle, turning the 'range' option on and off.

NOTE: You cannot select a range of categories backwards. That is, the final category in a range must be one which is listed after the initial category in the range.

If you accidentally select a category which you do not wish to display, or if you simply change your mind and do not wish to display a category which you have selected previously, press the slash (/) to change to the cancel mode. You will see that the highlighted segment

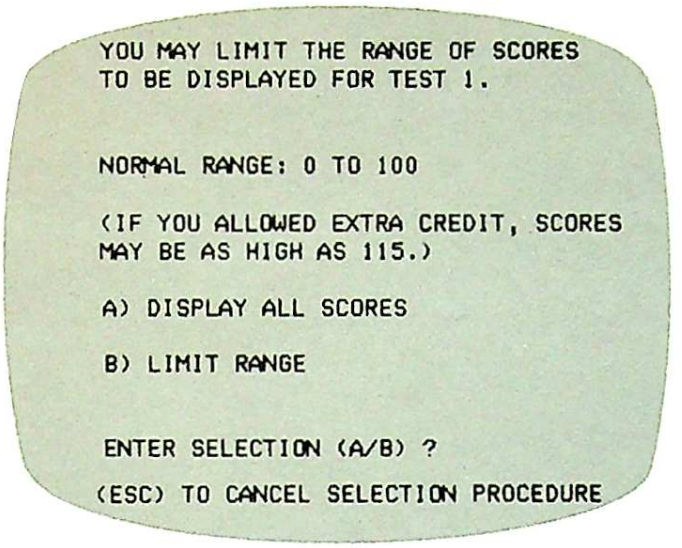
under the words "CURRENT MODE" now says "CANCEL" instead of "SELECT." To get back to the select mode, simply press the slash (/) again. The "cancel" mode works in the same way the "select" mode does. While in the "cancel" mode, every category you choose, if highlighted, will be displayed in normal printing.

Note, however, that with the range option, the mode ("select" or "cancel") in effect when the last letter of the range is pressed will be the controlling mode. So, if you switch modes in the middle of a "range" selection, the mode to which you have switched will determine whether the chosen categories are "selected" or "cancelled." After selecting the categories you wish to display, press the asterisk (*).

(If you selected more than one category, or if you chose to restrict your display to students with missing data, skip ahead to the paragraph beginning "You will now have to decide ...".)

If you chose to see only one category you will be told the normal score range for that category and how high any assigned extra credit can be.

You will be prompted to decide if you wish to display all scores or to limit the range of scores to be displayed.

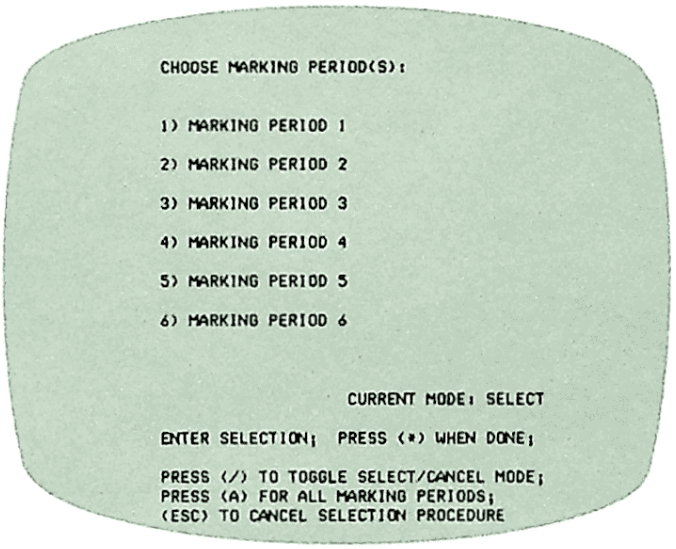

YOU MAY LIMIT THE RANGE OF SCORES
TO BE DISPLAYED FOR TEST 1.
NORMAL RANGE: 0 TO 100
(IF YOU ALLOWED EXTRA CREDIT, SCORES
MAY BE AS HIGH AS 115.)
A) DISPLAY ALL SCORES
B) LIMIT RANGE
ENTER SELECTION (A/B) ?
(ESC) TO CANCEL SELECTION PROCEDURE

If you do not wish to restrict the scores to be displayed, press the letter "A", otherwise, press the letter "B" and you will be prompted to type in the lowest score and the highest score you wish to see. Remember to press (RETURN) after entering each value.

Limiting the displayed scores can be useful if you want to see a specific grade range, such as extra credit or scores of people who are failing. For instance, if you gave a test worth 100 points, and you wish to see the data only for students who scored extra credit, you would limit the score range to scores between 101 and 115. If, with your grading scale, any scores below 60 are failing, you might limit the score range to scores between zero and 59.

You will now have to decide if you wish to display the data for all the students in the class or only for selected students. If you choose to display the data for selected students, you will be shown the first ten student names. Use the same method for selecting students as is used above for selecting categories.

Once you have chosen students, you will be asked to select the marking periods. If you wish to see scores in all marking periods, press "A". If you press "B" to select specific marking periods, your screen will look like this:

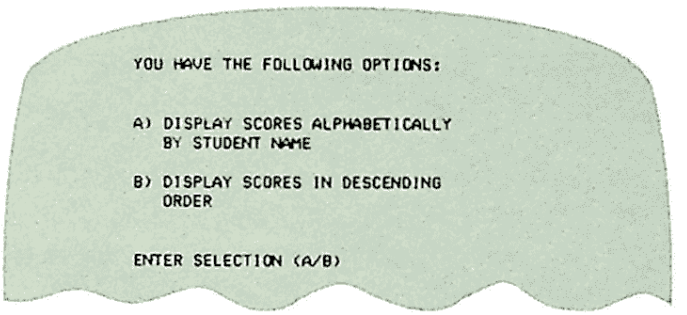

CHOOSE MARKING PERIOD(S):
1) MARKING PERIOD 1
2) MARKING PERIOD 2
3) MARKING PERIOD 3
4) MARKING PERIOD 4
5) MARKING PERIOD 5
6) MARKING PERIOD 6
CURRENT MODE: SELECT
ENTER SELECTION; PRESS (*) WHEN DONE;
PRESS (/) TO TOGGLE SELECT/CANCEL MODE;
PRESS (A) FOR ALL MARKING PERIODS;
(ESC) TO CANCEL SELECTION PROCEDURE

Press the number letter in front of a marking period to "select" or "cancel" it. Use the slash (/) to toggle between the "select" and "cancel" modes. You may use the letter "A" to "select" or "cancel" all of the marking periods,

depending on the present mode.

During the selection of marking periods, the arrows and the hyphen (-) have no effect. After you have selected the marking period(s) for which you would like to see data, press "*".

Depending on the number of categories you selected, you will get one of two menus. If you selected only one category, you will see this menu:


YOU HAVE THE FOLLOWING OPTIONS:
A) DISPLAY SCORES ALPHABETICALLY BY STUDENT NAME
B) DISPLAY SCORES IN DESCENDING ORDER
ENTER SELECTION (A/B)

To see the students' names listed alphabetically along with their scores for the (one) category you selected, press the letter "A". You will see the category you selected, the date, and the category description (if any). Under the category you will see listed all the students you selected in the class in alphabetical order. After each student will be the score and grade (if computed) for that particular student and that particular category. If there are more categories than can be displayed on your screen at one time, press the letter "X" to see other categories. Press (ESC) to return to the above menu.

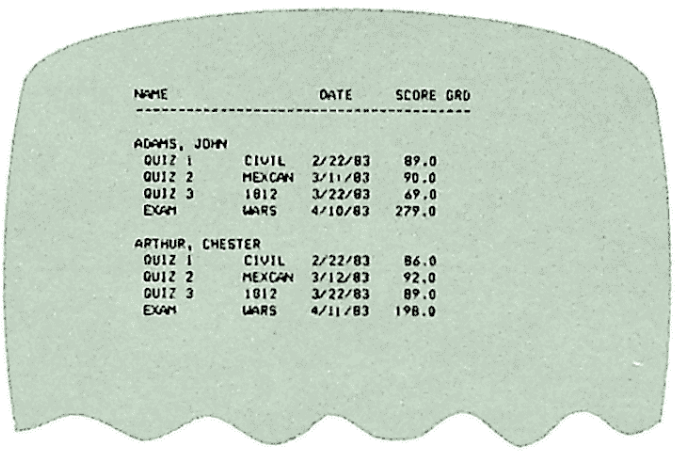
To see the students' scores listed in descending order, press the letter "B". Everything displayed above will be displayed now. The only difference is that the student names you selected will be displayed in order of descending score for the category you selected. Once again, press "X" or (ESC) when necessary.

If you selected to see the data for more than one category, you will have the options to display scores

A) by category for each student,

B) by student for each category.

To see the name of each student you selected and, under the name, the categories you selected, along with the student's score and grade (if computed), press the letter "A".



NAME		DATE	SCORE	GRD
ADAMS, JOHN				
QUIZ 1	CIVIL	2/22/83	89.0	
QUIZ 2	MEXCAN	3/11/83	90.0	
QUIZ 3	1812	3/22/83	69.0	
EXAM	WARS	4/10/83	279.0	
ARTHUR, CHESTER				
QUIZ 1	CIVIL	2/22/83	86.0	
QUIZ 2	MEXCAN	3/12/83	92.0	
QUIZ 3	1812	3/22/83	89.0	
EXAM	WARS	4/11/83	198.0	

When your screen is filled, press the letter "X" to continue, or (ESC) to return to the above menu.

To see each category you selected and, under each category, the name of each student you selected along with the student's score and grade (if computed), press the letter "B". Once again, when the screen is filled, press the letter "X" to continue, or (ESC) to return to the above menu.

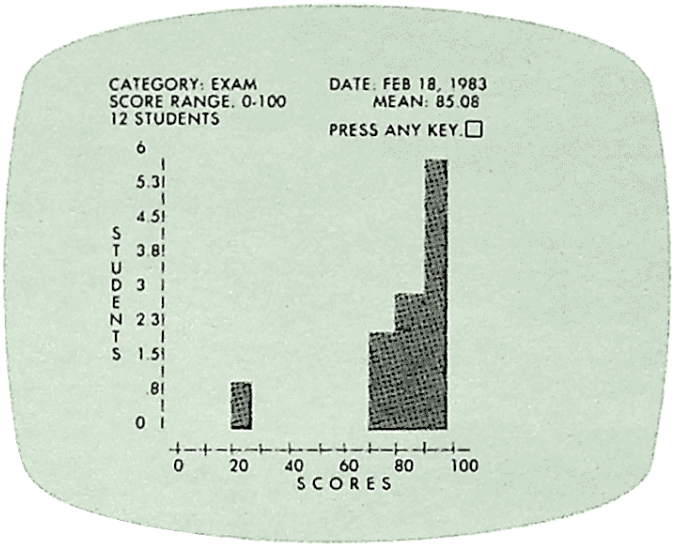
NOTE: Choices "A" and "B" above display the same data, simply in different ways.

If you select more than one category to display, you can not limit the range of scores to be displayed or list the student scores in descending order, since the categories you select might have different upper score limits, and therefore "limiting the scores" would have no meaning. As for displaying scores in descending order, if you have more than one category and, therefore, more than one set of scores, the orders are almost certain to be different for each category, and no unique descending order exists.

Displaying and Printing a Bar Graph for Selected Scores

This option will display and print a bar graph for a category of your choosing. Press the letter in front of the category you wish to use as a basis for the bar graph. If there are more categories than can be displayed on your screen, press the arrow keys to see other categories. You may display a bar graph for an individual category (quiz, test, homework, etc.) or for a computed average or point total.

After you select a category, the category name, date, possible score range, mean of all the scores in the category, and number of students who took the test will be displayed at the top of your screen. (Students with missing data are not included in this number or in the bar graph.)



In a moment you will see a bar graph being drawn on your screen. Along the left-hand side of the graph will be the word "STUDENTS". Across the bottom will be the word "SCORES".

The number at the top of the vertical axis is the number of students who achieved a score in the score range that had the greatest number of students. The remaining eight numbers along the vertical axis represent the results obtained by dividing the interval from zero to the highest number of students into eight equal parts.

Usually, most of the numbers are fractions. This may seem strange, since students cannot be divided into different parts. However, these numbers are simply to give you a rough idea of how many students achieved a particular score.

The number at the left of the horizontal axis (always 0) is the lowest possible score, and the number on the lower-right of the graph is the highest possible score. The remaining numbers are obtained by dividing the interval from the lowest to highest possible scores into equal parts. The "plus" signs along the horizontal axis mark off ten equal ranges to which scores are assigned.

Displaying graphs can be useful if you wish to see how the class as a whole did for a particular category or even for an entire marking period.

After viewing the graph, press any key. You will be asked whether you wish to print the bar graph. If you answer "N", you will return to the Display Data menu. If you wish to print the bar graph, press the letter "Y".

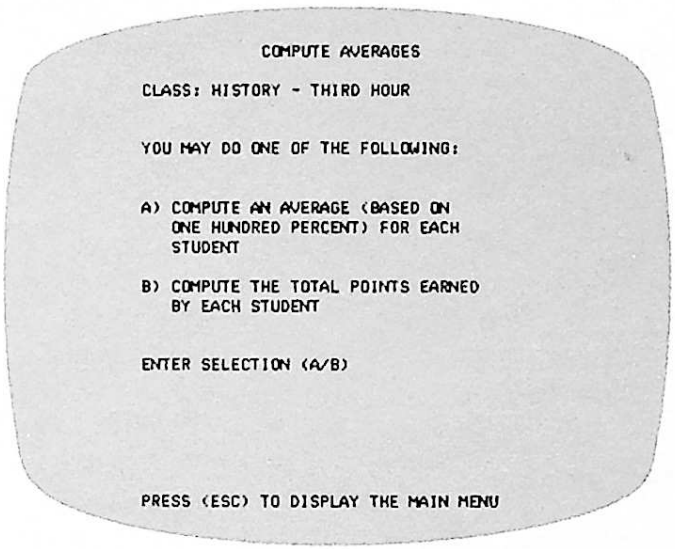
If you chose to print the bar graph, you will be prompted to select the slot to which the printer is connected (default = slot #1). Enter the appropriate number (1-7) and press (RETURN). If your printer is capable of printing eighty columns, but is set for less than eighty columns, press **CTRL-N** (press the letter "N" while holding down the CTRL key) before pressing (RETURN). You will not see anything happen, but the computer will issue a command to the printer

to set the page width to eighty columns. To return to the Display Data Menu, press (ESC).

If you choose to print the bar graph, turn on your printer, insert a sheet of paper if necessary, and press (RETURN). When the printing is finished, the Display Data menu will reappear.

2.9 COMPUTING AVERAGES (OPTION D)

There are two methods for computing averages. Once you select the Compute Averages option, your screen will look as follows:

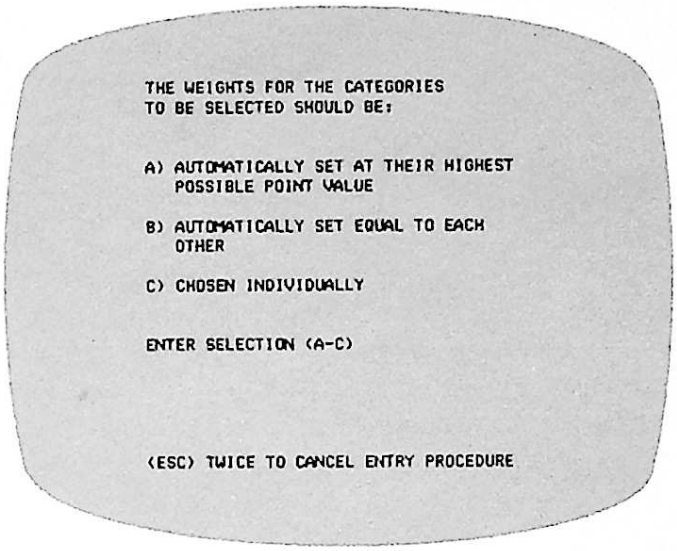

COMPUTE AVERAGES
CLASS: HISTORY - THIRD HOUR
YOU MAY DO ONE OF THE FOLLOWING:
A) COMPUTE AN AVERAGE (BASED ON ONE HUNDRED PERCENT) FOR EACH STUDENT
B) COMPUTE THE TOTAL POINTS EARNED BY EACH STUDENT
ENTER SELECTION (A/B)
PRESS (ESC) TO DISPLAY THE MAIN MENU

Whichever choice you make, you will have to specify the categories to be included in the computation.

Computation of an Average

Computation of an average for each student requires that you make several choices, since you are going to compute a weighted average.

First you need to decide how the categories used to compute the average should be weighted.


THE WEIGHTS FOR THE CATEGORIES
TO BE SELECTED SHOULD BE:
A) AUTOMATICALLY SET AT THEIR HIGHEST
POSSIBLE POINT VALUE
B) AUTOMATICALLY SET EQUAL TO EACH
OTHER
C) CHOSEN INDIVIDUALLY
ENTER SELECTION (A-C)
(ESC) TWICE TO CANCEL ENTRY PROCEDURE

Each of the above options is useful in certain circumstances.

Setting category weights at their highest possible point value (option A) is the same as dividing the sum of a student's earned scores by the sum of the possible scores.

Suppose, for example, that one of your students achieved 20 points out of a possible 25 on a quiz (80%) and 60 points out of a possible 100 on a test (60%). The student now has 80 out of a possible 125 points. Using this option, the student's final average would be 64% (80 divided by 125). The test, being weighted at its highest possible point value (100), had four times the weight of the quiz (25).

Having category weights automatically set equal to each other (option B) is the same as dividing the sum of a student's earned percentages by the number of scores.

Using the example described above, the student's final score would be 70% (80% plus 60%, divided by 2, the total number of quizzes, tests, etc.). Notice that this percent (70) is higher than the previous percent (64). This occurs since, in the previous example, the test had four times as much weight as the quiz, and therefore the 60 percent brought the average down more than did weighting the categories equally.

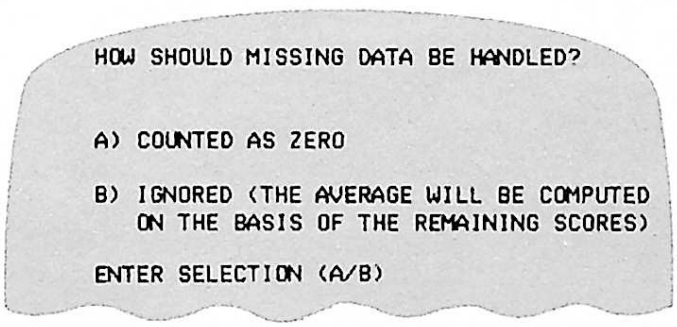
Having specified that you want the weights set at their highest possible point value, or set equal to each other, you need make no further choices about weights. When you choose categories, the appropriate weights will be assigned automatically. The weights will be displayed at the right-hand side of your screen, directly across from the categories. To select categories, use the procedure described in the Displaying Data section. Press (RETURN) when you are done.

The final method of weighting categories is to weight them individually (option C). Choosing category weights individually can be useful if you do not wish to weight all categories equally, but want to weight categories in a manner that does not involve the maximum possible score of each category.

For example, suppose you have given five quizzes, each with a maximum possible score of ten, and four tests, each with a maximum possible score of 100. Suppose, moreover, that the fourth test was comprehensive and is to be the equivalent of two of the other (regular) tests. Also suppose that the quizzes are each to be worth one fourth of a regular test.

When you choose the categories to be weighted individually, the weights will not be assigned automatically, but instead you will be prompted to enter your own weights. Enter weights of ".25" for the quizzes, "1" for the first three tests, and "2" for the last test, remembering to press (RETURN) after entering each weight. This will give the weighting described above.

Once you have chosen the categories and weights to be included in the computation, you need to decide how to treat missing data:


HOW SHOULD MISSING DATA BE HANDLED?
A) COUNTED AS ZERO
B) IGNORED (THE AVERAGE WILL BE COMPUTED ON THE BASIS OF THE REMAINING SCORES)
ENTER SELECTION (A/B)

To count all the "MISSING" scores as zero in the computation of the average, press the letter "A". This does <u>not</u> change the recorded scores; it merely counts them as zero in the present computation.

To ignore missing data, press the letter "B". This will exclude missing scores from the average; the student's average will be computed based on the remaining scores.

You will now be shown the names of the students in the class; across from each name will be the average for that particular student. These averages are being computed as they are displayed, so this procedure will usually take slightly longer than most operations, especially if many categories are involved in the computation.

If there are more names than can be displayed on the screen at one time, press the letter "X" to see more names and averages. After all the averages have been computed and displayed, press any key.

If you chose to have missing scores ignored in the computation of the average, it is possible that the words "NO DATA" will be displayed for a student instead of a numerical value. This means that in the categories you selected all the scores for that student were missing. If you recomputed this same average and chose to count missing data as zero, the "NO DATA" would be replaced by the value "0".

If you are not sure that the selections you made are computing the averages in the manner you intended, work out by hand the averages for a couple of students, and compare the results with those displayed on your screen.

You will now be asked if you would like to save the average for future reference. If you do not save the average, you will not be able to print it or, for that matter, use the average in any. Press "Y" or "N" accordingly.

If you choose to save the average, you will be prompted to enter a title under which the average will be stored. You may enter any title, using up to eleven characters. It is usually a good idea to label the average to indicate the date on which you computed the average, or perhaps to indicate the basis for the average. In this way, for example, you will know that the average shows the results for all your students' scores up to the indicated date. Some examples might be: "11/18/83 AV", "AVE 10/5/83", "QUARTR 1 AV".

NOTE: Unlike the case for regular categories, you <u>can</u> give the same name to more than one average or point total (though it is not a good idea to do so). They will be listed in the order in which they were created.

Press (RETURN) after you have entered a title, then confirm the title. The Main Menu will be displayed.

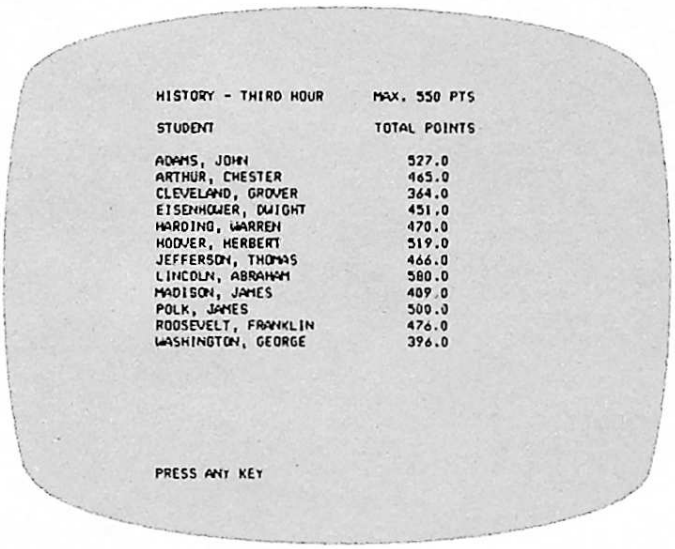
<u>Computation of a Point Total</u>

Computing a point total requires only that you choose the categories to be used in the computation. No weighting is involved.

REFERENCE 2.9

Use the procedure described in the Display Data section to choose the categories. The possible number of points will be displayed across from each category you select. Press "*" when your category selection is complete.

NOTE: The maximum possible number of points (not including extra credit) cannot exceed 900. If the total does exceed 900, you will be told so after choosing the categories. (If your possible point total exceeds 900, see the section Frequently Asked Questions and Answers at the end of this manual for a suggestion.)



As in the illustration above, the maximum number of points (not including extra credit) will now be displayed at the top of your screen. Each student's name will be listed and, across from each name, the total number of points that student has earned (from the categories you selected). Extra credit will be added to these totals, so a student's score could theoretically exceed the maximum total displayed at the top of your screen.

If there are more names than can be displayed on your screen at one time, press the letter "X" to see other names and point totals. After you have inspected all the point totals, press any key.

These totals are being computed as they are displayed, so this procedure will usually take slightly longer than most operations, especially if a large number of categories are being used in the point total.

NOTE: If a student's point total exceeds 999 points (including extra credit), the correct total will be displayed now, but it will be recorded for future display and use as 999 points. For such a student, it is better to compute the student's final scores based on an average (not a point total), or to compute the student's final score individually.

You will now be asked if you wish to save this point total. If you do not save the total, you will not be able to print the scores or use the total again without recomputing it.

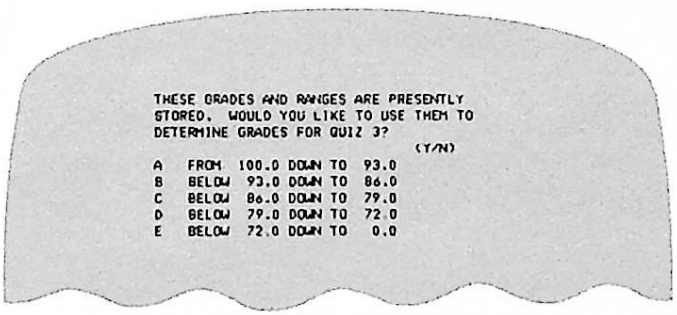
IMPORTANT: Avoid keeping unnecessary averages or point totals in your class data. When you are finished using an average or point total, it is a good idea to delete it, since it takes up valuable space in your class records and on your disk.

At almost any time while you are using the Compute Averages option, you can press (ESC) to return either to the Compute Averages menu or to the Main Menu.

2.10 COMPUTING GRADES (OPTION E)

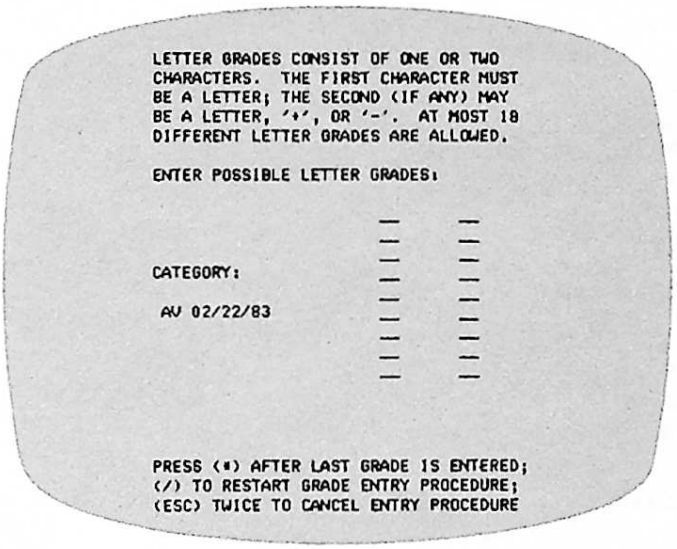
After you select the Compute Grades option from the Main Menu, you will be given an informational message and then shown a list of the categories in the class. If there are more categories than can be displayed on your screen at one time, press the letter "X" to see other categories. Select the category for which you would like to compute letter grades by pressing the letter preceding the category.

If you have already entered a grading scale for that class, and the previously entered score range matches the score range for the category you just selected, you will be shown the previous grading scale and asked if you wish to use it to compute your present grades.


THESE GRADES AND RANGES ARE PRESENTLY
STORED. WOULD YOU LIKE TO USE THEM TO
DETERMINE GRADES FOR QUIZ 3?
(Y/N)
A FROM 100.0 DOWN TO 93.0
B BELOW 93.0 DOWN TO 86.0
C BELOW 86.0 DOWN TO 79.0
D BELOW 79.0 DOWN TO 72.0
E BELOW 72.0 DOWN TO 0.0

If you wish to use the existing scale, press "Y". The grades will be computed automatically and you will be shown the grade distribution and given the opportunity either to accept the grades or to change the scale and recompute the grades.

If you have not previously entered a matching grading scale, or if you choose not to use the stored scale, you will be shown the name of the category you selected, along with spaces for up to 18 letter grades. The cursor will be at the first space.


LETTER GRADES CONSIST OF ONE OR TWO CHARACTERS. THE FIRST CHARACTER MUST BE A LETTER; THE SECOND (IF ANY) MAY BE A LETTER, '+', OR '-'. AT MOST 18 DIFFERENT LETTER GRADES ARE ALLOWED.
ENTER POSSIBLE LETTER GRADES:
CATEGORY:
AV 02/22/83
PRESS (*) AFTER LAST GRADE IS ENTERED;
(/) TO RESTART GRADE ENTRY PROCEDURE;
(ESC) TWICE TO CANCEL ENTRY PROCEDURE

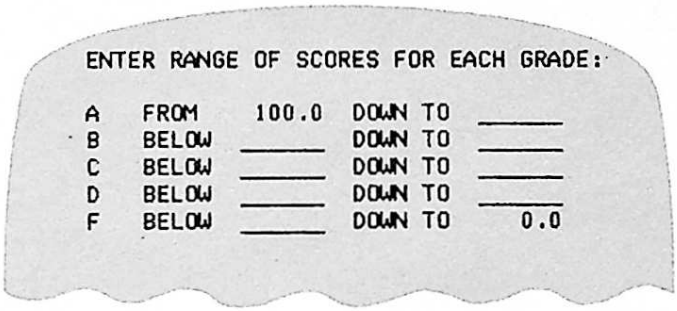
Enter all the <u>possible</u> letter grades that your students could receive. A letter grade may consist of one or two characters. The first character must be a letter. The second character, if any, may be a letter, "+", or "-".

After you have entered each letter grade, press (RETURN). If you wish to restart the grade entry procedure, press the slash (/). After all the possible letter grades have been entered, press an asterisk (*).

NOTE: You need not enter the letter grades in any special order, since they will be sorted alphabetically automatically after all have been entered. Also, duplicate grades will be eliminated.

You will be shown the letter grades in the appropriate order. Press "A" to accept the grades, or "R" to re-enter them.

You must now enter the range of scores corresponding to each letter grade.



You will be prompted to enter a value after the first letter grade. The value you enter here should be the lowest score for which you would like the first letter grade assigned. For example, suppose the possible score range was from zero to 100, and the highest letter grade possible was an "A". If you enter the first value as "90", you are indicating that all students with a score of 90 or higher should receive an "A".

Enter the rest of the values when prompted. Remember that the letter grade for which you are entering a value will be assigned to any score down to and <u>including</u> the value which you are

entering. To restart the range entry, press the slash (/).

NOTE: If you wish to round up to the nearest whole number when computing your final grades, enter a value that is .5 lower than the actual value. For example, if your "B" range is between 80 and 89 inclusive, but students with scores greater than or equal to 79.5 should also receive a "B", enter the value 79.5 instead of 80. Note also that students with a score higher than the maximum possible score (due to extra credit) will receive the highest letter grade that you assigned.

After all the grade ranges have been entered, highlighted letters will appear along the right-hand side of your screen, and you will have a chance to change any of the ranges you just entered. To change an entry, press the highlighted letter next to the value you wish to change, re-enter the correct value, and press (RETURN). If you have to correct a great many entries, you can press the slash (/) to re-do the entire procedure.

If you attempt to enter a value (either while first entering grade ranges or while changing a range) and receive a "beep" when you press (RETURN), it is probably because the value you entered is "out of range." Check the ranges directly above and directly below the range you are trying to enter. Remember, you can always use the slash (/) to restart the range entry.

When all the ranges are correct, press the letter "X". In a moment you will be shown the

grade distribution which resulted from your choice of ranges, and you will be asked if you wish to accept the letter grades as they have been assigned. If you prefer a different distribution of grades, press the letter "B". You will be given the opportunity to change the grade ranges and recompute the letter grades. Otherwise press "A" to accept the grades.

If this is the first grade scale you have entered for the class in the memory, the grading scale will be saved.

If you have previously entered at least one other grading scale for the class in the memory, you will be asked if you would like to replace the grading scale currently stored with the scale you have just entered. If you wish to do so, press "Y"; otherwise press "N" to leave the stored grading scale unchanged.

This one-grading-scale storage feature makes it possible to store your "normal" grading scale for each of your classes. If you wish to use a different grading scale just once, you may do so without having to re-enter your normal grading scale.

Letter grades will now be computed for the category you selected, and the Main Menu will be displayed.

You may compute letter grades for an individual category, an average, or a point total. In this way you can create an average of all the categories used so far, compute letter grades

for that average, and print and post the data so that students can see their current percent/ point total and letter grade for the class.

While using the Compute Grades option, you may press (ESC) at any time to cancel the grade computation procedure and return to the Main Menu.

2.11 PRINTING REPORTS (OPTION F)

NOTE: In order to use this option, your printer should be set for a page width of at least 80 columns.

After selecting the Print Reports option from the Main Menu, you will be prompted to enter the present date and the name of the instructor, provided you have not already done so.

To enter the date, simply press six digits and (RETURN). Press two numbers for the month (e.g., February would be "02"), two digits for the day, two digits for the year (e.g., 1981 would be "81"), and (RETURN). The cursor will jump over the hyphens automatically.

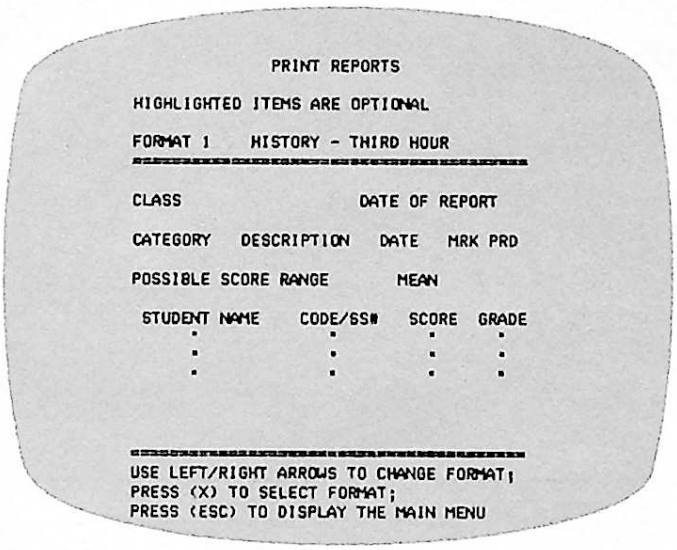
Insert the Supplementary Diskette at the prompt. In a moment Print Format 1 will appear.

There are four general print formats available, two of which may be customized in various ways. To see the other formats, press either of the arrow keys. The number of the print format you are viewing will be displayed at the top of your screen, along with the class currently in the memory. Use the arrows to display the print formats; then press the letter "X" to select the format you wish to use. To return to the Main Menu, press (ESC).

On Print Formats 1 and 2 there are a number of items which are highlighted. These items are optional; the other selections are mandatory.

Print Format 1

Print Format 1 is useful for listing results for a particular category or a set of categories. This format will list a category and, under the category, each student's name, code number or Social Security number (provided all Social Security numbers have been entered), score, and letter grade. (You may choose to print any combination of these last four items.) Since the data on the printout is sorted by category, this format is useful for posting grades.


PRINT REPORTS
HIGHLIGHTED ITEMS ARE OPTIONAL
FORMAT 1 HISTORY - THIRD HOUR
CLASS
DATE OF REPORT
CATEGORY DESCRIPTION DATE MRK PRD
POSSIBLE SCORE RANGE MEAN
STUDENT NAME CODE/SS# SCORE GRADE
USE LEFT/RIGHT ARROWS TO CHANGE FORMAT;
PRESS (X) TO SELECT FORMAT;
PRESS (ESC) TO DISPLAY THE MAIN MENU

Each of the four highlighted selections will flash in turn, and you will be asked whether you would like to print the flashing item. Items which you choose to print will remain on your screen, while items you choose

not to print will be erased. This process will be repeated for each of the four selections.

You will now be asked to confirm your selections.

Next you will choose the categories for which data should be printed. Press "A" to select all categories (including averages and point totals), or "B" to choose individual categories. (Refer to the Display Data section on how to choose individual categories.)

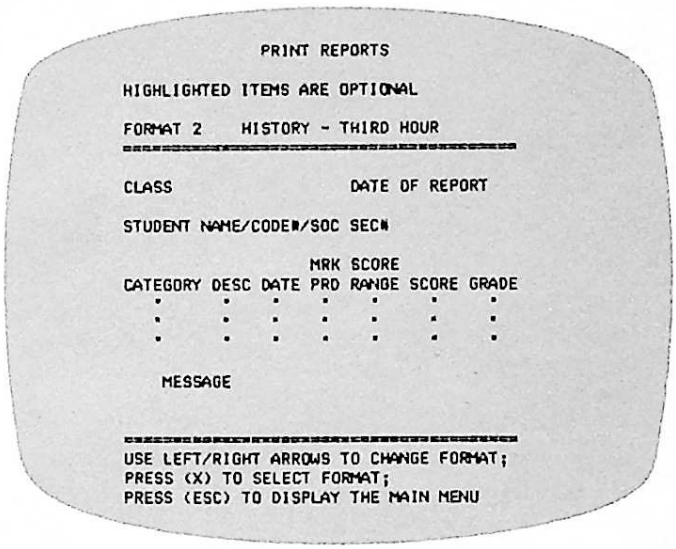
If you chose to print scores, you will be given options about the order in which the scores are to be printed. If you plan to post scores and identify students only by code number or Social Security number, it is wise to print the scores either in descending order of score or in increasing order of Social Security number. Otherwise, students can easily determine other students' grades since the scores would be printed in alphabetical order by student name.

You will now have an opportunity to change the printer settings. (Refer ahead to the section entitled Printer Settings.)

When you are prompted, turn on your printer and set the paper at the top of the first sheet; then press (RETURN).

Print Format 2

Print Format 2 is useful for giving reports to individual students or parents. This format will print a student's name and/or code/Social Security number, and then list data for that student.



You will be asked first about printing the students' names and code or Social Security numbers. Then you will be asked, in turn, about the category description, category date, marking period, possible score range, score, letter grade, and a message. Press "Y" or "N" accordingly to print or not to print each item. Note that the default for printing a message is "NO". At the prompt, press "Y" to confirm your choices or "N" to reject them.

Next you will be asked to choose the students, categories, and marking periods for which data are to be printed. (Refer to the Display Data section for the procedure for selecting students, categories, and marking periods.)
NOTE: If you have chosen to print only averages or point totals, you will not be asked to choose marking periods.

Next, you will be asked if you would like to restrict your printed reports to students with missing data. This option can be useful if you want a printout of students and their missing assignments.

If you chose to print a message, your Message Bank will be loaded into the computer's memory.

The bank can hold up to six messages. A message may consist of up to three lines of 65 characters each. A message will be printed after each student's record. A message could be a general note, the same for each student. For example, you might say, "I will be available after school for those students who would like assistance," or "These are the scores I have recorded. If you feel any are incorrect, please see me right away."

Another possible message might be "PARENT'S SIGNATURE:". This would be useful if you wish to send a report home and receive confirmation that a parent has seen it.

Messages may also be individualized--you may distribute the six possible messages among

your students as you wish.

To enter or edit a message in your Message Bank, press "A" to indicate that you wish to edit a message, then choose which message to edit, and simply type the statement the way you want it to appear. Note that even though each line appears to be "folded", it will be printed all on one line. (The "folding" was done to accommodate the 40-column screen.) If you want the message to contain a blank line, press (RETURN).

The message you entered will be displayed, and you will be asked to accept or reject your entry. Press "A" or "R" accordingly.

If you make a mistake typing your message and you have not yet left the line containing the error, simply use the left-arrow key to move back to the error and retype the text. If you have left the line, just press (RETURN) to complete the (incorrect) message, then reject the message and re-edit the whole message.

When you have the Message Bank in acceptable form, you will indicate whether you wish to give the same message to all students or to distribute the messages individually.

If you decide to give each student the same message, you need only indicate the number of the message. For individual messages, you will be shown each student's name and scores, and you will choose the desired message.

Next you must decide whether you would like each student's record to start at the top of a new page. If you plan to hand out these reports, press the letter "Y". If you plan only to post the records, or if each record will be short and you want to cut the records apart to hand out, press the letter "N".

You will now have an opportunity to change the printer settings. (Refer ahead to the section entitled Printer Settings.)

Turn on your printer and set the paper at the top of the first sheet, then press (RETURN).

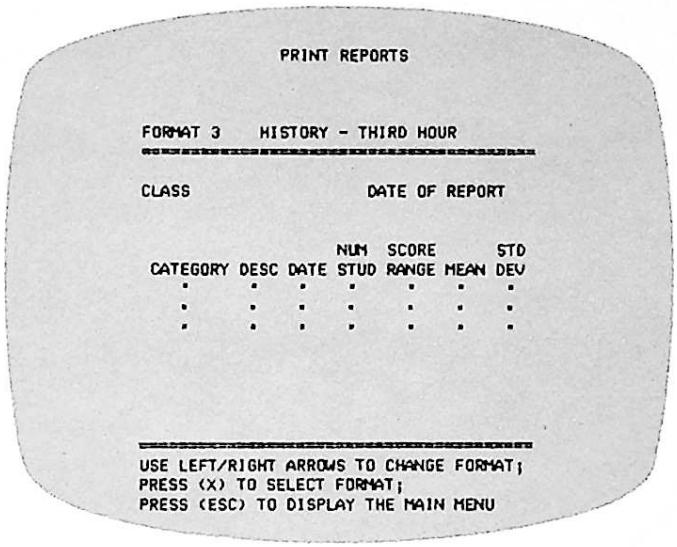
Print Format 3

Print Format 3 requires no decisions on your part. This format will print each category name, along with the description, date, and marking period of the category, the number of students who have a score for the category, the possible score range, and the mean and standard deviation of the scores for the category.

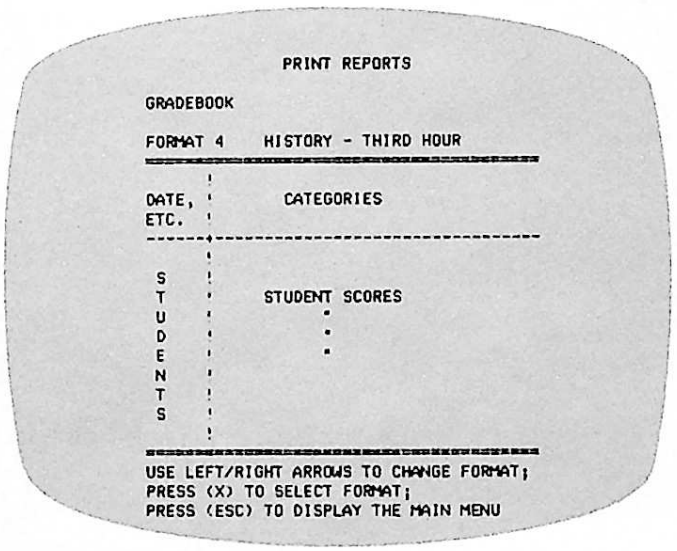
These items will be repeated for all the categories (including averages and point totals) for the class currently in the computer's memory.

You will have an opportunity to change the printer settings. (Refer ahead to the section entitled Printer Settings.)

Turn on your printer and set the paper at the top of the first sheet; then press (RETURN).


PRINT REPORTS
FORMAT 3 HISTORY - THIRD HOUR
CLASS
DATE OF REPORT
CATEGORY DESC DATE NUM STUD SCORE RANGE MEAN STD DEV
USE LEFT/RIGHT ARROWS TO CHANGE FORMAT;
PRESS (X) TO SELECT FORMAT;
PRESS (ESC) TO DISPLAY THE MAIN MENU

Print Format 4 (Gradebook Format)



Under the heading "PRESENT PRINTER SETTINGS" will be eight options, with the current setting highlighted after each option.

A) Printer Slot

This is the slot in your computer to which your printer is connected. Usually, this is slot #1. To change the slot setting, press the letter "A"; then enter the appropriate slot number (1-7). If you enter a slot other than slot #1, you will be asked to confirm your selection.

IMPORTANT: Be certain you do not enter the wrong number for the printer slot (e.g., the disk drive slot), as doing so could produce strange results and even cause the computer's memory to be erased.

If you are not sure to which slot your printer is connected, save your data by exiting through the Save Data & Exit option from the Main Menu. After doing this, TURN OFF THE POWER; then check the printer slot (or get someone to do it for you).

B) Page Breaks

Whether or not you have chosen to have page breaks will determine whether or not a margin of six blank lines is left at the top and bottom of every page. If your printer requires that you insert individual sheets of paper, you should set this option to "YES". You may also wish to set it to "YES" if you are handing out reports to individuals (students, parents, etc.), since

the margin makes the report look better and often easier to read.

However, if you are simply printing a continuous list for yourself or if you are going to post the printout, you may wish to set this option to "NO".

To change the page break setting, press the letter "B". This toggles the option between "YES" and "NO".

C) Page Length

The page length is simply the total number of lines (including blank lines) on each page. Usually this number is 66. In some cases, you may wish to set this number to a value smaller than the actual length of a page. For example, if you know that your reports are going to be less than one third of a standard page, you might set the page length at 22 lines instead of the usual 66 lines. Since the printer always scrolls to the top of the next page after printing, shortening the page length can save paper. Actually, you can set the page length anywhere from 22 to 132 lines. Remember--this number is simply the length that the computer considers to be a page, and it may or may not be equal to the actual physical page length.

NOTE: The page length you set should not be the number of lines you want printed on a page, but should be the actual number of lines (including blanks) on each page.

To change the page length, press the letter "C"; then enter the desired number of lines.

D) Pause Between Pages

If your printer requires that you insert individual sheets of paper, set this option to "YES"; otherwise set this option to "NO". To change this setting, press the letter "D".

If you have selected "YES" for this option, the printer will stop at the end of each page. You will be prompted to insert a new sheet of paper into the printer, to set the printer at the top of the page, and to press (RETURN).

E) Line Spacing

This option determines how you wish the body of your reports spaced. Single spacing leaves no spaces between lines; double spacing leaves one blank line between each printed line; triple spacing leaves two blank lines between printed lines. This setting does not affect the <u>headings</u> of your reports or the spaces <u>between</u> your reports.

To change this setting, press the letter "E". This will toggle through the three settings: single, double, and triple spacing.

F) Page Numbering

Use the page numbering option if you wish to have page numbers in the upper right corner of each page. Pressing "F" will toggle the selection between "YES" and "NO". In order to use this option, the Page Break option must be set at "YES", else there will be no room for page numbers.

G) Print Instructor's Name

Use this option to have the instructor's name printed at the top left of each page. In order to allow room for the name, the Page Break option must be set at "YES".

H) Number of Copies

Pressing "H" repeatedly will allow you to stipulate the number of copies (up to five) to be printed.

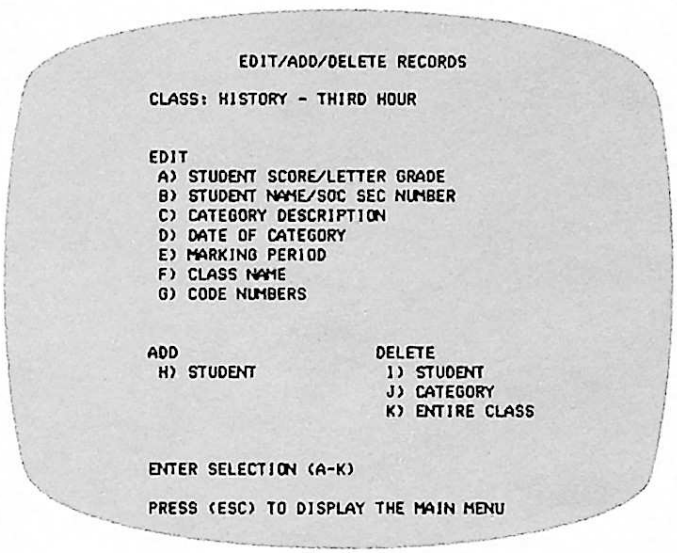
NOTE: If you are using a printer which is capable of printing eighty columns, but is set for forty columns, press **CTRL-N** (press the letter "N" while holding down the CTRL key). You will not see anything happen, but the computer will issue a command to the printer to set the page width at eighty columns.

When the printer settings are to your liking, press (RETURN). Any changes you make in the settings will remain in effect as long as

you are using the Print Reports option (unless you change them again). As soon as you use another option, the printer settings will be returned to their original values.

2.12 EDITING/ADDING/DELETING RECORDS (OPTION G)

Once you have selected the Edit/Add/Delete Records option from the Main Menu, you will be shown the following menu:



You may press (ESC) from this menu to display the Main Menu, and you may press (ESC) from almost any other place in the Edit/Add/Delete Records option to display the Edit/Add/Delete Records menu.

Editing a Score/Letter Grade

This option allows you to edit student scores and letter grades in two ways.

The Full-Screen Editor resembles a spreadsheet. Imagine your gradebook spread out before you. You view the gradebook through a rectangular "window". You use the "A", "Z", and arrow keys (which give up/down/left/right motion) to move the cursor to the score or grade you wish to edit. If you wish to move your "window" to view a different part of the gradebook, press a number (2-9) to indicate how many screens you wish to move, then press "S" (for "screens"), and finally press the "A", "Z", or arrow key to determine which direction to move.

When your cursor is at the desired position, press "E" (for "edit"), then enter the new score or letter grade or press (RETURN) to enter "MISSING". If you press (ESC) before pressing (RETURN), no change will be made to the score or grade.

The other editing method is called Individual Record Editing. First, you will be shown a list of the categories for the class currently in the computer's memory, with a letter next to each category. If there are more categories than will fit on the screen at one time, you may use the arrow keys to see other categories. Press the letter next to the category for which a student's score or grade needs to be changed.

A list of the students in the class will be displayed; after each name will be the present

score for that student for the category you selected. Once again, use the arrow keys if necessary to see other names and scores. Press the letter beside the name of the student whose score and/or grade you wish to change.

Some information about the category and student you selected will be displayed, as well as the student's present score and letter grade (if computed). You will be prompted to enter a new score. Do so and press (RETURN), or just press (RETURN) to enter a "MISSING". If letter grades have been computed for the category, you will be prompted to enter a new letter grade. Enter the appropriate grade; then press (RETURN). If this student should not receive a letter grade, just press (RETURN).

NOTE: The Edit Score/Letter Grade option may be used not only to correct an incorrectly entered score or change a letter grade, but also to issue "non-standard" grades, such as "I" for "incomplete".

Editing a Student Name/Social Security Number

If you choose to edit a student's name or Social Security number, you will be shown a list of the names of the students in the class which is currently in the computer's memory. If there are more names on the class list than can be displayed on the screen at one time, press the arrow keys to see other names. Press the letter preceding the name/Social Security number to be changed. You will be shown the present name and Social Security number and will be led through

the editing procedure.

NOTE: When you first create your class list, all names are placed in alphabetical order. Any names added later may be placed either at the end of the class list or among those ordered alphabetically (the choice is yours). When you edit a name, the edited name will retain its positional characteristics. That is, if the original name was among those ordered alphabetically, so also will be the name after editing. If the original name was placed at the end of the list, the edited name will occupy the same position.

You will not be allowed to change a name to duplicate one which is already on the class list.

Editing a Description, Date, or Marking Period

These three routines are very similar. You will be shown a list of the categories in the class, with a letter preceding each category. Use the arrow keys if necessary to see other categories. Press the letter preceding the category for which you would like to change the description, date, or marking period.

The category you selected will be displayed, along with the present description, date, or marking period, and you will be prompted to enter the new information.

When you enter a description or date, press (RETURN) after the entry. If no description is

desired, just press (RETURN). No (RETURN) is needed when entering a new marking period. For entering a description, date, or marking period, use the same procedure as is described in the section entitled Entering Scores.

After you make the appropriate entry, you will be asked to confirm your selection.

Editing a Class Name

A list of the classes on your data disk will be displayed, with a letter next to each class title. Press the letter next to the title you wish to change. (You cannot change the title of the class currently in memory.) The present class title will be displayed, and you will be prompted to enter a new title. Do so; then press (RETURN).

As usual, you will be asked to confirm your entry.

Editing Code Numbers

This routine does not let you change individual code numbers, but does allow you to change code numbers for the entire class. You will be asked to confirm that the code numbers for all the students in the class presently in the memory should be changed. Press "Y" or "N" accordingly. For an explanation of how the code numbers are determined, see the section entitled Code Numbers.

Adding a Student

You will be prompted to enter the student's name (last, comma, first) and Social Security number. If the name you entered is already on the class list, you will be told so; otherwise you will be asked to indicate whether the name should be placed at the end of the class list or inserted alphabetically. All scores for the new student for existing categories will be recorded as "MISSING".

Deleting a Student or Category

These two routines are nearly identical. You will be shown a list of the students (categories) in the class, with a letter preceding each student (category). Use the arrow keys if necessary to see other students (categories). Press the letter beside the student (category) you wish to delete. You will be asked to confirm your intention to delete the selected student (category). Type "YES" to confirm the deletion.

When you delete a student, that student's name, along with all of his/her records will be purged. All means and standard deviations which were computed automatically after you entered each set of test scores will now be recomputed automatically. However, any averages you computed will not be changed.

NOTE: If you plan to delete a large number of categories at once, it is much faster to delete the categories starting at the bottom of the list of categories and working upward.

Deleting an Entire Class

A list of all the classes on your data disk will be displayed, with a letter beside each class title. Press the letter next to the class you wish to delete. You will be asked to confirm your intention to delete the class you selected by typing "YES".

NOTE: If you wish to use the student names from the class you are deleting in a new class, make sure you transfer the names using the Create New Class option from the Main Menu before you delete the existing class. Note also that you cannot delete the class currently in the computer's memory.

2.13 CREATING A NEW CLASS (OPTION H)

The maximum number of class files allowed on your data disk is ten. If you already have ten class files on your data disk when you select the Create New Class option, you will be given an appropriate message. In that case, press any key to display the Main Menu. You should now do one of the following:

- delete a class from your data disk (option G from the Main Menu)

- initialize a new data disk (option J)

- use a different data disk that has fewer class files on it (select option A, then press an asterisk)

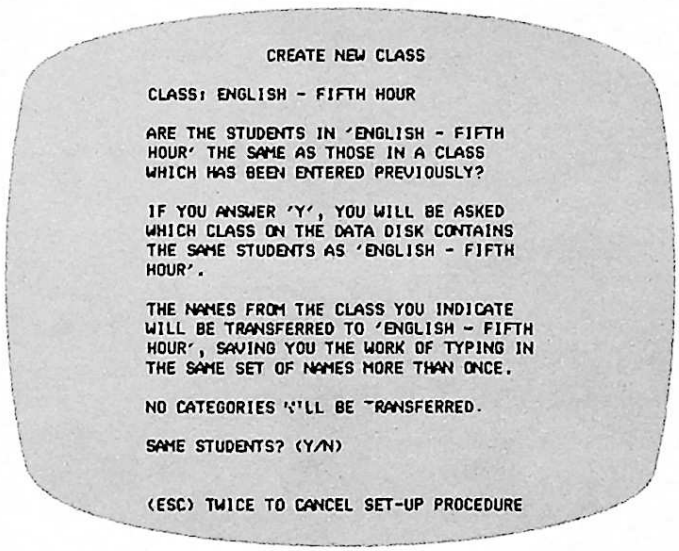
If fewer than ten class files are on your data disk, your screen will display a message that the memory is being prepared for the new class. Any class currently in the computer's memory will be saved on your data disk, and the memory will be cleared to allow for the new class.

When the memory preparation is done, you will be told to enter a title for the new class. This title may be up to 25 characters in length. No commas or colons may be used. Press (RETURN) after you have entered the title.

For class titles, it is a good idea to include some descriptive information. The hour or time of the class may also be helpful (e.g.,

"ACCELERATED MATH - 1ST HOUR," or "FRESHMAN ENGLISH 101"). By assigning the class a descriptive title, you will known immediately which class to choose when using the Select Class option from the Main Menu.

If there is at least one other class on your data disk, you will be asked whether the names of the students in the class you are creating are the same as the names in one of the other classes already on your data disk.


CREATE NEW CLASS
CLASS: ENGLISH - FIFTH HOUR
ARE THE STUDENTS IN 'ENGLISH - FIFTH HOUR' THE SAME AS THOSE IN A CLASS WHICH HAS BEEN ENTERED PREVIOUSLY?
IF YOU ANSWER 'Y', YOU WILL BE ASKED WHICH CLASS ON THE DATA DISK CONTAINS THE SAME STUDENTS AS 'ENGLISH - FIFTH HOUR'.
THE NAMES FROM THE CLASS YOU INDICATE WILL BE TRANSFERRED TO 'ENGLISH - FIFTH HOUR', SAVING YOU THE WORK OF TYPING IN THE SAME SET OF NAMES MORE THAN ONCE.
NO CATEGORIES WILL BE TRANSFERRED.
SAME STUDENTS? (Y/N)
(ESC) TWICE TO CANCEL SET-UP PROCEDURE

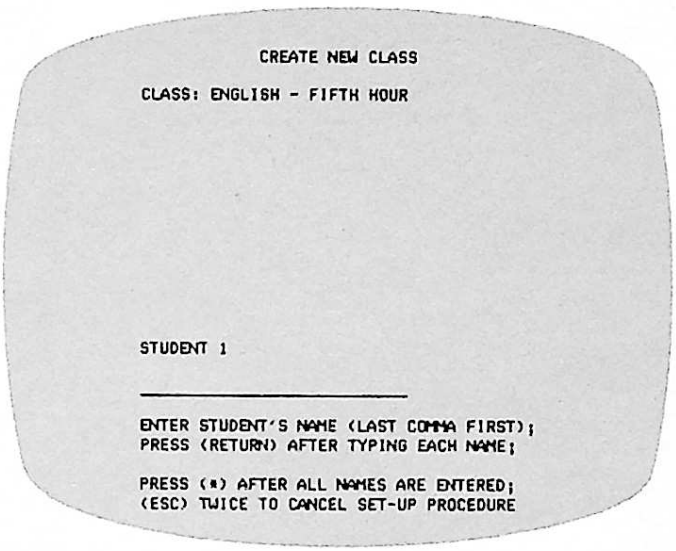
If you answer affirmatively, you will be asked to indicate which class already on your data disk contains the same names as those you want in the new class. The student names (and Social Security numbers, if any) from the existing class will then be copied to your new class, and the new class will be saved onto your data disk.

Copying the names from one class to another can be especially useful if you have the same or most of the same students for more than one subject. For example, an elementary teacher might have the same students all day and teach them math, reading, etc. Instead of re-entering the same names for each subject, he/she can just copy the names over to the new class. Even if not all of the names in the new class are the same as those in the original class, the teacher might still want to copy the names to the new class and then use the Edit/Add/Delete Records option from the Main Menu to delete some existing names or add some new names.

If you answered "N" to the question about whether or not the names from an existing class are the same as those in your new class, or if there are no other classes on your data disk, you will be asked first whether you wish to enter Social Security numbers along with the names and then whether you wish to verify each name (and Social Security number) as you enter it. In other words, do you want to be given the opportunity to accept or reject each name as you enter it. If you are not a very good typist, you may want to answer "Y" to this question to help catch any mistakes you make while entering the names. Regardless of how you respond, you will still be able to change, add, and delete names by using the Edit/Add/Delete Records option from the Main Menu.

After the words "STUDENT 1" appear near the bottom of your screen, you will be prompted to enter the name of a student. Enter the first student's name, typing the last name, a comma,

and the first name. After you have entered the name, press (RETURN). If you chose to enter Social Security numbers, you will be prompted to enter the number. Confirmation of your entries will be required if you so indicated.


CREATE NEW CLASS
CLASS: ENGLISH - FIFTH HOUR
STUDENT 1
ENTER STUDENT'S NAME (LAST COMMA FIRST);
PRESS (RETURN) AFTER TYPING EACH NAME;
PRESS (*) AFTER ALL NAMES ARE ENTERED;
(ESC) TWICE TO CANCEL SET-UP PROCEDURE

The words "STUDENT 1" will change to "STUDENT 2" and the name of student 1 will be displayed above the "STUDENT 2". Repeat this process until the names of all the students in the class have been entered. When all the names have been entered, press an asterisk (*).

A message that the computer is sorting the names (alphabetically) and removing duplicate names will appear. This message will be replaced by one listing the number of students in the class that you have just created. The newly created class will now be saved onto your data disk; then the Main Menu will be displayed.

There are three points that you should remember when entering names to form a new class:

1) The student names do not have to be entered in alphabetical order; they will be alphabetized automatically after all have been entered.

2) No more than 112 names may be entered in any class. You will have to create a second class to handle more than 112 students.

3) A five-digit code number will be created automatically for each student when you create a new class and when you add a new student using the Edit/Add/Delete Records option. This code number is created whether or not Social Security numbers are entered.

2.14 EXAMINING CLASSES (OPTION I)

When you select the Examine Classes option from the Main Menu, the current class (if any) in the memory will be saved on your data disk and the memory will be cleared. At the top of the screen will appear the title of the first class on your data disk, along with the words, "CATEGORY," "DATE," "MK PD," and "NUM STUD." Each category in the class will be displayed, along with the corresponding date, marking period, and number of students who have scores, each under its respective heading. Fourteen categories are displayed at a time. To see more categories, press the letter "X"; to return to the Main Menu, press (ESC).

After all the categories for a particular class have been displayed, press the letter "X" to continue to the next class on the data disk, or (ESC) to return to the Main Menu.

This process may be repeated for all the classes on your data disk. It is not necessary to have a class in the computer's memory in order to use this option. Examining classes can be useful if you wish to see quickly which categories are in each class.

After you finish using the Examine Classes option, no class will be in the memory. As we noted above, any class in the memory prior to your using the option was automatically saved on your data disk.

2.15 INITIALIZING A NEW DATA DISK (OPTION J)

If you are using two disk drives, you will be instructed to remove your data disk from drive #2 and insert the disk to be initialized.

If you are using only one disk drive and if the KTRB Master Disk is not already in the drive, you will be instructed to remove your data disk and insert the Master Disk so that the initialization routine can be loaded into the computer's memory. Then you will be prompted to insert the disk to be initialized.

Remove and insert the appropriate disks and press (RETURN). You will receive a warning message and have an opportunity to cancel the initialization process. If you do not wish to initialize the disk, press the letter "N." If you do wish to initialize the disk, press the letter "Y." You will be told that the disk is being initialized and that you should not interrupt the initialization process. After about 30 seconds a message will appear indicating that the initialization is complete. Press any key to continue.

When KTRB initializes a data disk, it formats the disk in such a way that your class data can be saved on the disk. It also puts a file called "MASTER FILE D" on the disk. MASTER FILE D must be present on the data disk for files to be loaded from and saved onto it. Do not delete this file! Also, do not store on

your data disk any files other than KTRB class files.

You will now have the option to initialize another data disk or to continue the program. If you wish to initialize another data disk, press the letter "A"; otherwise press the letter "B" to return to the Main Menu.

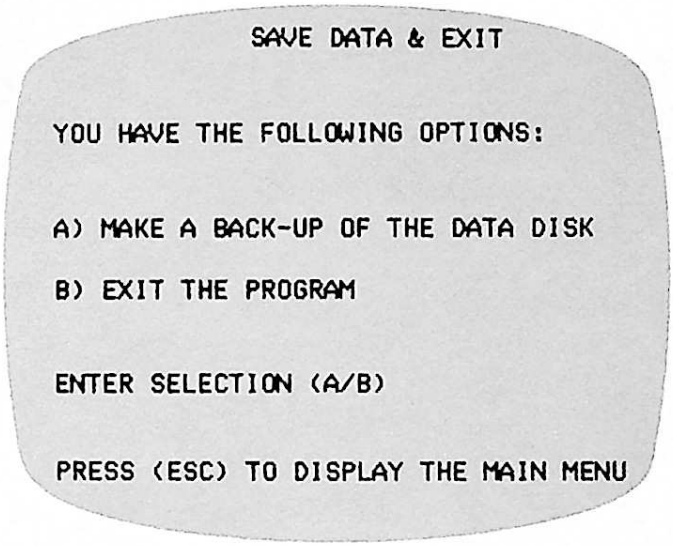
When you continue the program you will be prompted to insert your data disk into the drive.

You may insert the data disk you just initialized or any other previously initialized data disk. (There are exceptions to this rule: for example, if there was not enough room on the current data disk to save the class which was (is) currently in the computer's memory, you should insert the newly initialized disk.)

If a disk error occurs while you are initializing a data disk, you will be given the choice of trying again or returning to the Main Menu. Refer to the section of this manual entitled Disk Errors; then try again to initialize the disk. It is possible that the disk you are trying to initialize has been damaged (by a scratch, bend, etc.) and is thus causing a disk error. If you suspect this to be the case, try initializing a different disk.

2.16 SAVING DATA AND EXITING (OPTION K)

When you select the Save Data & Exit option from the Main Menu, the class (if any) currently in the memory will be saved onto your data disk. Your screen will now look as follows:


SAVE DATA & EXIT
YOU HAVE THE FOLLOWING OPTIONS:
A) MAKE A BACK-UP OF THE DATA DISK
B) EXIT THE PROGRAM
ENTER SELECTION (A/B)
PRESS (ESC) TO DISPLAY THE MAIN MENU

IMPORTANT: Always use the Save Data & Exit option when you finish working with KTRB. Never remove your disk(s) or turn off the computer without using the Save Data & Exit option, since your data may not yet have been saved. Remove your disk(s) only after you are instructed to do so. Also, make a back-up of your data disk often.

NOTE: You do not need to use the Save Data & Exit option before selecting a different class or creating a new class, since the class in memory is automatically saved when you select a different class or create a new class. You may, however, wish to use the Save Data & Exit option if you have a class in memory and are going to leave the computer unattended for a while. If anyone turns off the computer or loads a different program into the computer, your data will not be lost.

Even though you have chosen the Save Data & Exit option, it is not necessary to exit at this point. If you wish to return to the Main Menu, press (ESC). The Main Menu will be displayed, and you will be able to continue operation of KTRB as usual.

To exit KTRB without making a back-up of your data disk, press the letter "B". You will be told that you may remove all disks. After doing so, you may turn off the computer.

To make a back-up of your data disk, press the letter "A" and follow the disk insertion/removal prompts.

The back-up disk should be the disk onto which you wish to copy the contents of your data disk.

ANY DATA PRESENTLY ON THE BACK-UP DISK WILL BE ERASED!

After you remove and insert the appropriate disks, press (RETURN). A warning message will

be displayed and you will have an opportunity to cancel the back-up procedure. To cancel the copying procedure, press the letter "N". To continue the process, press "Y".

If you are using two disk drives, your data disk will be copied automatically onto the back-up disk without your having to remove or insert any disks. If you are using only one disk drive, you will be instructed several times to remove your data disk and insert the back-up disk, or to remove the back-up disk and insert your data disk, whichever case is applicable.

You will be told when the copying is completed. Press any key. You may now remove all disks. After doing so, you may turn off the computer.

MISCELLANEOUS

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q *When I weight categories, suppose that I do not want to use any of the three methods provided to me. Suppose instead that I want all the homework to count 15% of the students' final grades, all the quizzes to count 25%, and all the tests to count 60% of their final grades. How do I do this?*

A First compute an average of just the homework categories. Next compute an average of just the quiz categories, and then of just the test categories. You should now have three separate averages.

Compute one final average. Specify that you wish to weight the categories individually. Assign a weight of 15 to the homework average you just computed, a weight of 25 to the quiz average, and a weight of 60 to the test average. Leave all the other categories weighted as zero. You have now computed an average using your specifications described above.

Q *I want to give an extra credit assignment to my students. I want it to help the students who do the assignment, but I do not want to penalize the students who do not do the assignment. How do I do this?*

A Do NOT enter this extra credit assignment as a regular category. In fact, do not enter it as any category at all. Make a note of the extra credit that each student earns during the marking period. At the end of the marking period, compute a point total of all the categories to be included in the students' final grades. Do this even if you normally compute averages.

Now use the Edit/Add/Delete Records option and select the Edit Score/Grade routine. When you are asked to choose a category, select the point total which you just computed. Now select the first student who earned extra credit. Add the appropriate number of extra credit points to the student's score.

Repeat this process for each student in your class who earned extra credit. If you normally use the total points method to compute your final grades, this point total will be the accurate total for your students' final grades.

However, if you normally figure your final grades by computing an average, you should use the Compute Averages option and compute an average using only one category--the point total to which you have just added extra credit. You will now have a percent for all of your students.

NOTE: You need to use this process only if you give a separate extra credit assignment. Using this process will not hurt the students who fail to do the assignment, but will help the other students.

Q *I normally use the total-points method to compute grades, but the possible point total for my students exceeds 900. What should I do?*

A Since your possible point total exceeds 900, you will have to compute an average instead of a point total. This will give you the percent for each student. For future marking periods, try cutting your point scale in half. For example, a 100 point test could be worth 50 points; a 10 point quiz could be worth 5 points.

Q *I normally use the total-points method to compute grades. Some students have not turned in several assignments, and therefore have scores recorded as "MISSING". How will this affect their grades?*

A If you compute the student's total points as you normally do, missing scores will hurt the student's grade, since the student will have fewer points out of the total possible, which stays the same.

If you do not wish to penalize the student for missing work, compute an average instead of a point total. When asked how you would

like to handle missing data, choose to ignore the missing data in the student's average. This will give you the student's percentage, without counting the missing assignments.

Q *What if I want to assign a special letter grade to a particular student or group of students? Also, what if I want a particular student not to get any letter grade at all?*

A First compute letter grades for the entire class. Then go to the Edit/Add/Delete Records option and change any letter grades you wish. You can assign letter grades which are not in the normal grading scale, or you can simply press (RETURN) to leave the student with no letter grade.

Q *After letter grades have been assigned to students for a particular category, is there any way for me to see those grades?*

A Yes, there is. You can use the Display Data option and select "C" to display student scores. Choose the category for which you computed letter grades and then, when prompted, select all students. Now choose the appropriate marking period, then select either option "A" or "B". The letter grades will be displayed along the right-hand side of your screen.

You may also use the Edit Score/Letter Grade part of the Edit/Add/Delete Records option.

The spreadsheet editor gives you a good picture of both numerical and letter grades.

Finally, you may use Print Formats 1, 2, and 4 to get a printout of the grades.

Q *When I display the data for a particular marking period or group of marking periods, I get also the information for all the averages and point totals which I have computed, no matter which marking period I select. How can I see the information just for the marking period(s) which I select?*

A Since computed averages and point totals often represent material covering more than one marking period, KTRB does not assign a marking period to computed averages or point totals. Therefore, KTRB will normally display all averages and point totals which have been computed.

To prevent this display, when you use the Display Data or Print Reports options, specify that you wish to select individual categories. Then use the "range" option to choose all categories which are not computed averages or point totals. Then, when you select marking periods, you will really see only the data for the marking periods you select.

Q *I want to hand out printed reports to parents at conferences, so I used Print Format 2 and instructed the computer to start each student's record at the top of a new page. However, this seems to waste a lot of paper, since each student has less than ten scores. How can I not waste so much paper?*

A Most printers print 66 lines on a standard 8-1/2 x 11 inch page. When specifying printer settings, you can set the page length to 33 lines, so that you will get two reports printed on each page and thus use only half as much paper.

Q *What should I do if I get a "MEMORY FULL" message?*

A Follow the five steps given below.

1. Make sure all scores have been correctly entered for all the categories in your class.

2. Make a back-up of your data disk so that you will have a complete copy of all the categories in each of your classes.

3. Delete any existing averages or point totals in your class. This will create more memory for you to work with.

4. Compute an average or point total for each of the groups of categories in your class. (For example, an average of all quizzes, an average of all tests, etc.) If there

is not enough memory to do this, delete one or two not-so-important categories, and then compute an average or point total.

5. Delete all (or most of) the categories in your class. DO NOT DELETE THE AVERAGES OR POINT TOTALS WHICH YOU JUST COMPUTED! The remaining averages or point totals will be the equivalent scores of all the categories you just deleted, so you can use them later to compute other averages and/or point totals.

NOTE: You may wish to use the above process at the end of each marking period so that you have plenty of memory for the next marking period.

CONVERSION of DATA DISKS

CREATED by VERSION 08.25.84 of the

KALAMAZOO TEACHER'S RECORD BOOK

A data disk created by Version 08.25.84 of KTRB (the version with the gold label) may be converted so that it is useable with the present Version 2.0 of the program. It is important to note, however, that **once converted, the data disk will not be useable with the earlier version of the program.**

The conversion program is contained on the **Supplementary Diskette.** In order to convert a Version 08.25.84 data disk, first make a back-up of the data disk using the old version of KTRB. Then place the Supplementary Disk in Drive 1 and boot the computer. Now type

RUN CONVERT

and follow the conversion instructions.

Note: Versions of KTRB earlier than 08.25.84 (those with the silver label) cannot be converted.

INDEX

Add
  student 1-27, 2-65
Average 1-29, 2-31
  how to treat missing data 2-34
  methods for computing 1-33, 2-31
  saving 2-36
  title, choice of 1-35, 2-36
  weights of categories used in 1-33, 2-31

Back-up - See Data Disk
Bar Graph
  displaying 2-27
  printing 2-29

Category
  date 1-8, 2-13
  description 1-7, 2-13
  numbering 1-7, 2-12
  selecting a range of 1-34
  title, selection of 1-6
  titles, built-in and user-defined 2-10
Class(es)
  creation of 1-60, 2-67
  current 1-5
  entering title of 1-60, 2-67
  selection of 1-5, 2-9
Code Numbers 2-7
  duplicate--how to correct 2-7

Data
  displaying 1-16
  missing, entry of 1-11

Data Disk 2-2
  conversion of old disk 3-8
  first time used with KTRB 2-2
  initialization 1-67, 2-73
  making backup 2-76
  none available 2-2
  using a different 2-9
Date
  current 1-44
  entering 2-46
Delete
  category 2-65
  class 2-66
  student 2-65
Disk - See Data Disk
Disk Errors 2-5, 2-74
  causes of 2-5
Disk Files
  analyzing 2-4
  maximum number of 2-67
Display Data 2-19
  bar graph 1-20, 2-27
  code numbers 1-16, 2-19
  limiting range of scores 1-41, 2-22
  Social Security numbers 1-16, 2-19
  statistical 1-17, 2-20
  student names 2-19
  student scores 1-17, 2-20

Edit 1-22, 2-60
  category date 2-63
  category description 2-63
  class name 2-64
  code numbers 2-64
  letter grade 1-23, 2-61
  marking period 2-63
  Social Security number 1-23, 2-62

  student name 1-22, 2-62
  student score 1-23, 2-61
Editor
  full screen 1-25, 2-61
  individual record 1-24, 2-61
Errors - See Disk Errors
Examine Classes 2-72
Exiting 1-14, 2-75
Extra credit 1-9, 2-15

Files - See Disk Files

Gradebook 1-58 (See also Print Reports)
Grades - See Letter Grades

Initialize (data disk) 1-67, 2-73
Instructor
  name, entry of 1-44, 2-46
  name, printing 2-58
Introductory Display 1-1

Letter Grades 1-37, 2-40
  distribution 1-40, 2-44
  permissible 1-37, 2-41
  recomputing 2-44
  rounding scores for 1-39, 2-43
  score ranges 2-42
  storage of grading scale 1-40, 2-40, 2-44

Main Menu - See Menu(s)
Marking Period 2-14
  choosing 1-8, 1-18, 2-24
Menu(s)
  Compute Averages 1-29
  Display Data 1-16
  Edit/Add/Delete Records 1-22
  Main 1-4, 2-8

INDEX

Message Bank 1-52, 2-50
  assigning message to student 1-54, 2-51
  editing 1-53, 2-51
Missing Data 1-34, 2-16

Names - See Student Names

Point Total
  computation of 2-36
  maximum 1-13, 2-37, 2-38
Print Reports 1-44, 2-46
  Gradebook Format 1-47, 1-58, 2-53
  Message Bank 1-52, 2-50
  missing data 2-50
  Print Format 1 1-45, 2-47
  Print Format 2 1-46, 1-52, 2-49
  Print Format 3 1-46, 1-58, 2-52
Printer Settings 1-49, 2-54
  line spacing 2-57
  number of copies 2-58
  page breaks 2-55
  page length 2-56
  page numbering 2-58
  page width 2-58
  pause between pages 1-50, 2-57
  print instructor's name 2-58
  printer slot 1-49, 2-55

Questions and Answers 3-1

Saving Data 1-14
Scores
  entering 1-6, 1-9, 2-10, 2-16
  largest possible 2-14
  range of 1-8
  smallest possible 2-15

INDEX

Social Security numbers
  entering 1-62
Student Names
  add new student 1-27, 2-63
  entering 2-69
  transferring from another class 1-60, 2-68

Total - See Point Total

Sample printout using PRINT FORMAT 1.

INSTRUCTOR: D GOLDSMITH

CLASS: ENGLISH - FOURTH HOUR DATE OF REPORT: FEB 25, 1984

CATEGORY: AV 02/17/84

POSSIBLE SCORE RANGE: 0-100 MEAN: 75.48

NAME	SCORE	GRADE
OLSON, JOSEPH	97.5	A
KEISER, JOYCE	97.5	A
FRANKLIN, WALLACE	95	A
SIKES, ALBERT	94.1	A
OHRMAN, BARRY	93.3	A
JONES, IRVING	92.5	A
PETERSON, DARLEEN	89.1	A-
ALLEN, SYLVIA	89.1	A-
CONLEY, LLOYD	88.3	B+
MARSHALL, SALLY	88.3	B+
HOFFMANN, JACK	88.3	B+
MARX, ELIZABETH	85.8	B
FIRESTONE, SAMUEL	84.1	B
SALZMAN, DAWN	84.1	B
WILSON, MARGARET	84.1	B
TRUMAN, RACHEL	79.1	B-
MARTIN, AMY	77.5	C+
RIDGEFIELD, STACY	76.6	C+
LOUDEN, DENNIS	75.8	C
TODD, SYLVESTER	75.8	C
STONE, EILEEN	75	C
KIRK, REBECCA	74.1	C
VANDENBURG, HARRY	74.1	C
BROWNE, ROBERT	73.3	C
LAWSON, CATHERINE	70.8	C-
SCHAU, MARY	70	C-
PHELPS, JOHN	67.5	D+
NEWHOUSE, ALEXANDER	60.8	D-
HATFIELD, BONNIE	56.6	D-
ROBERTS, LOIS	42.5	F
GRIMES, SCOTT	8.3	F
KRAMER, LINDA	6.6	F

Sample printout using PRINT FORMAT 1.

INSTRUCTOR: D GOLDSMITH

CLASS: ENGLISH - FOURTH HOUR DATE OF REPORT: FEB 25, 1984

CATEGORY: EXAM 1 DATE: FEB 14, 1984 MARKING PERIOD: 3

POSSIBLE SCORE RANGE: 0-100 MEAN: 81.53

NAME	SCORE	GRADE
ALLEN, SYLVIA	91	A-
BROWNE, ROBERT	78	C+
CONLEY, LLOYD	88	B+
FIRESTONE, SAMUEL	85	B
FRANKLIN, WALLACE	94	A
GRIMES, SCOTT	MISSING	
HATFIELD, BONNIE	57	D-
HOFFMANN, JACK	89	A-
JONES, IRVING	96	A
KEISER, JOYCE	100	A
KIRK, REBECCA	79	B-
KRAMER, LINDA	MISSING	
LAWSON, CATHERINE	66	D+
LOUDEN, DENNIS	83	B
MARSHALL, SALLY	91	A-
MARTIN, AMY	77	C+
MARX, ELIZABETH	85	B
NEWHOUSE, ALEXANDER	56	D-
OHRMAN, BARRY	97	A
OLSON, JOSEPH	100	A
PETERSON, DARLEEN	89	A-
PHELPS, JOHN	78	C+
RIDGEFIELD, STACY	77	C+
ROBERTS, LOIS	43	F
SALZMAN, DAWN	91	A-
SCHAU, MARY	68	D+
SIKES, ALBERT	98	A
STONE, EILEEN	75	C
TODD, SYLVESTER	73	C
TRUMAN, RACHEL	80	B-
VANDENBURG, HARRY	72	C
WILSON, MARGARET	90	A-

Sample printout using PRINT FORMAT 1

INSTRUCTOR: D GOLDSMITH

CLASS: ENGLISH - FOURTH HOUR DATE OF REPORT: FEB 25, 1984

CATEGORY: AV 02/17/84

POSSIBLE SCORE RANGE: 0-100 MEAN: 75.48

SOC SEC #	SCORE	GRADE
010-99-2825	97.5	A
014-35-7182	84.1	B
049-98-9951	84.1	B
091-84-4554	88.3	B+
092-39-5548	95	A
096-31-1217	56.6	D-
096-82-2271	89.1	A-
194-05-6773	42.5	F
201-43-3359	88.3	B+
207-28-3098	93.3	A
207-31-3336	88.3	B+
207-65-1163	74.1	C
225-09-9891	8.3	F
241-98-5003	89.1	A-
302-20-9318	77.5	C+
302-29-6691	60.8	D-
330-09-8911	94.1	A
330-82-2279	75	C
344-01-1167	75.8	C
403-12-2160	74.1	C
403-98-5556	67.5	D+
422-94-8607	84.1	B
434-49-0881	70.8	C-
440-64-9275	97.5	A
443-02-0016	75.8	C
443-97-1036	85.8	B
544-36-7193	79.1	B-
558-47-2271	73.3	C
601-18-8137	76.6	C+
828-76-7004	92.5	A
833-35-5204	70	C-
903-27-3645	6.6	F

Sample printout using PRINT FORMAT 2.

INSTRUCTOR: D GOLDSMITH PAGE 1

CLASS: ENGLISH - FOURTH HOUR DATE OF REPORT: FEB 25, 1984

CODE NUMBER / CATEGORY	DESC	DATE	RANGE	SCORE	GRADE
65983					
QUIZ 1	HAMLET	JAN 24, 1984	0-10	MISSING	
QUIZ 2	HESSE	JAN 31, 1984	0-10	10	
EXAM 1		FEB 14, 1984	0-100	MISSING	
AV 02/17/84			0-100	8.3	F
42505					
QUIZ 1	HAMLET	JAN 24, 1984	0-10	5	
QUIZ 2	HESSE	JAN 31, 1984	0-10	6	
EXAM 1		FEB 14, 1984	0-100	57	D-
AV 02/17/84			0-100	56.6	D-
91400					
QUIZ 1	HAMLET	JAN 24, 1984	0-10	9	
QUIZ 2	HESSE	JAN 31, 1984	0-10	8	
EXAM 1		FEB 14, 1984	0-100	89	A-
AV 02/17/84			0-100	88.3	B+
32755					
QUIZ 1	HAMLET	JAN 24, 1984	0-10	8	
QUIZ 2	HESSE	JAN 31, 1984	0-10	7	
EXAM 1		FEB 14, 1984	0-100	96	A
AV 02/17/84			0-100	92.5	A
17430					
QUIZ 1	HAMLET	JAN 24, 1984	0-10	8	
QUIZ 2	HESSE	JAN 31, 1984	0-10	8	
EXAM 1		FEB 14, 1984	0-100	91	A-
AV 02/17/84			0-100	89.1	A-
69368					
QUIZ 1	HAMLET	JAN 24, 1984	0-10	7	
QUIZ 2	HESSE	JAN 31, 1984	0-10	3	
EXAM 1		FEB 14, 1984	0-100	78	C+
AV 02/17/84			0-100	73.3	C
61978					
QUIZ 1	HAMLET	JAN 24, 1984	0-10	9	
QUIZ 2	HESSE	JAN 31, 1984	0-10	9	
EXAM 1		FEB 14, 1984	0-100	88	B+
AV 02/17/84			0-100	88.3	B+
67112					
QUIZ 1	HAMLET	JAN 24, 1984	0-10	6	

Sample printout using PRINT FORMAT 2.

INSTRUCTOR: D GOLDSMITH

CLASS: ENGLISH - FOURTH HOUR DATE OF REPORT: FEB 25, 1984

STUDENT NAME / CATEGORY	DESC	DATE	MRK PRD	RANGE	SCORE	GRADE
ALLEN, SYLVIA						
QUIZ 1	HAMLET	JAN 24, 1984	3	0-10	8	
QUIZ 2	HESSE	JAN 31, 1984	3	0-10	8	
EXAM 1		FEB 14, 1984	3	0-100	91	A-
AV 02/17/84				0-100	89.1	A-

GOOD WORK. KEEP IT UP.

INSTRUCTOR: D GOLDSMITH

CLASS: ENGLISH - FOURTH HOUR DATE OF REPORT: FEB 25, 1984

STUDENT NAME / CATEGORY	DESC	DATE	MRK PRD	RANGE	SCORE	GRADE
BROWNE, ROBERT						
QUIZ 1	HAMLET	JAN 24, 1984	3	0-10	7	
QUIZ 2	HESSE	JAN 31, 1984	3	0-10	3	
EXAM 1		FEB 14, 1984	3	0-100	78	C+
AV 02/17/84				0-100	73.3	C

YOU CAN DO BETTER. PLEASE SEE ME.

Sample printout using PRINT FORMAT 3.

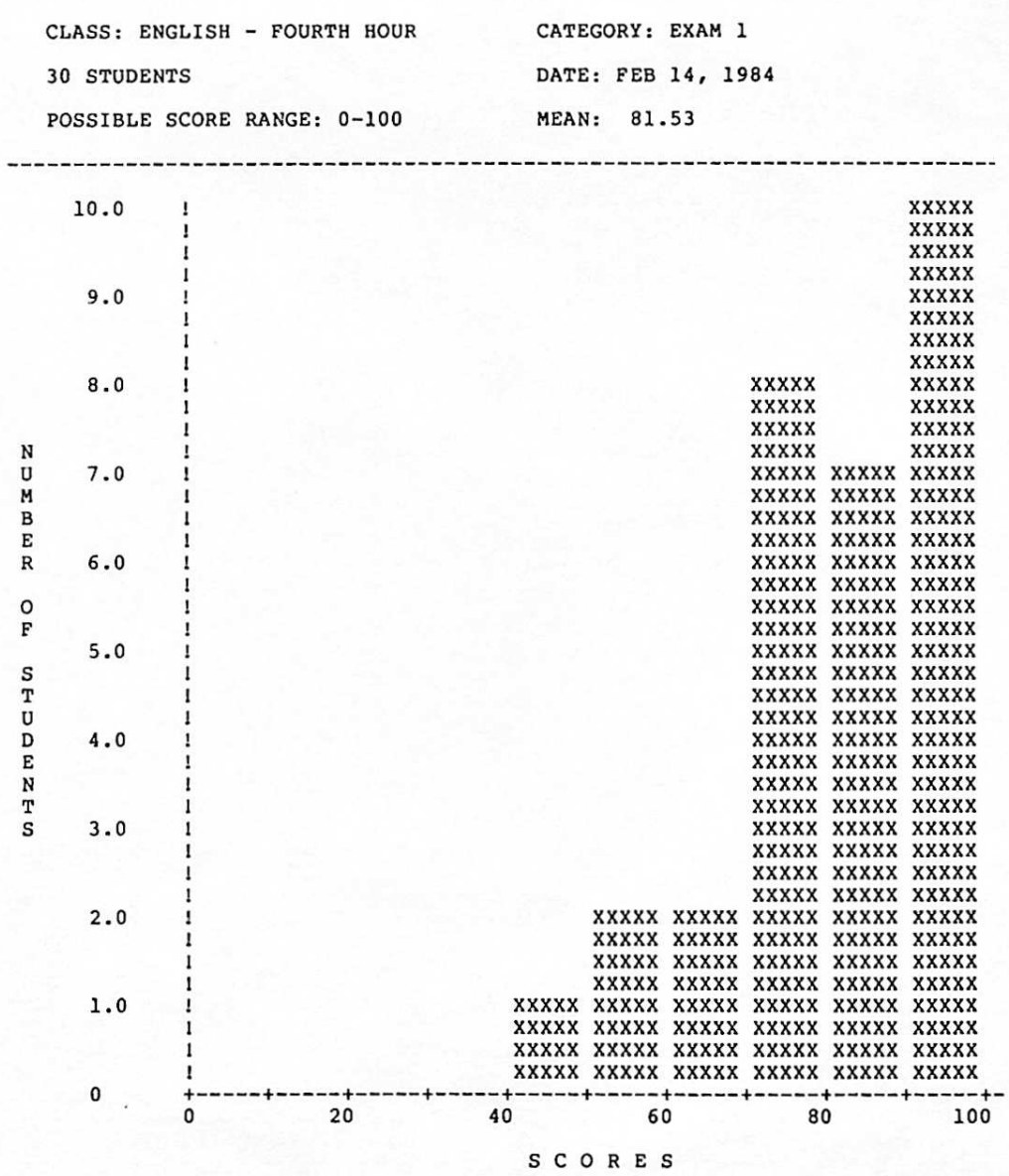
INSTRUCTOR: D GOLDSMITH

CLASS: ENGLISH - FOURTH HOUR DATE OF REPORT: FEB 25, 1984

CATEGORY	DESC	DATE	NUM STUD	RANGE	MEAN	STD DEV
QUIZ 1	HAMLET	JAN 24, 1984	28	0-10	7.86	1.99
QUIZ 2	HESSE	JAN 31, 1984	30	0-10	7.80	1.87
EXAM 1		FEB 14, 1984	30	0-100	81.53	13.57
AV 02/17/84			32	0-100	75.48	21.33

Sample printout using GRADEBOOK FORMAT.

GRADEBOOK

INSTRUCTOR: D GOLDSMITH CLASS: ENGLISH - FOU DATE: FEB 25, 1984 * = MISSING	QUIZ 1	QUIZ 2	EXAM 1	AVG 1/2/1/7/8/4
MAXIMUM >>>	10	10	100	100
ALLEN, SYLVIA	8	8	91	89.1
BROWNE, ROBERT	7	3	78	73.3
CONLEY, LLOYD	9	9	88	88.3
FIRESTONE, SAMU	6	10	85	84.1
FRANKLIN, WALLA	10	10	94	95
GRIMES, SCOTT	*	10	*	8.3
HATFIELD, BONNI	5	6	57	56.6
HOFFMANN, JACK	9	8	89	88.3
JONES, IRVING	8	7	96	92.5
KEISER, JOYCE	10	7	100	97.5
KIRK, REBECCA	10	*	79	74.1
KRAMER, LINDA	4	4	*	6.6
LAWSON, CATHERI	9	10	66	70.8
LOUDEN, DENNIS	*	8	83	75.8
MARSHALL, SALLY	6	9	91	88.3
MARTIN, AMY	8	8	77	77.5
MARX, ELIZABETH	9	9	85	85.8
NEWHOUSE, ALEXA	7	10	56	60.8
OHRMAN, BARRY	9	6	97	93.3
OLSON, JOSEPH	10	7	100	97.5
PETERSON, DARLE	9	9	89	89.1
PHELPS, JOHN	3	*	78	67.5
RIDGEFIELD, STA	10	5	77	76.6
ROBERTS, LOIS	*	8	43	42.5
SALZMAN, DAWN	*	10	91	84.1
SCHAU, MARY	9	7	68	70
SIKES, ALBERT	8	7	98	94.1
STONE, EILEEN	10	5	75	75
TODD, SYLVESTER	8	10	73	75.8
TRUMAN, RACHEL	6	9	80	79.1
VANDENBURG, HAR	9	8	72	74.1
WILSON, MARGARE	4	7	90	84.1

Bar graph printed using DISPLAY DATA option.